



Clackamas Fire District #1

Board Meeting Briefing Packet

April 16, 2018



CLACKAMAS FIRE DISTRICT #1

Click on the red page numbers to be instantly linked to the particular report.

To safely protect and preserve life and property

**Board of Directors' Meeting
Monday, April 16, 2018
Meeting Location: Mt. Scott Fire Station
6:00 pm**

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690**
ORS 192.650 – The meeting is being recorded.
- II. CHANGES TO AGENDA**
- III. APPROVAL OF MINUTES OF REGULAR BOARD MEETING ON MARCH 19, 2018**
(p. 4)
- IV. PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- V. PRESENTATION – AWARD OF APPRECIATION FROM CANBY FIRE – Chief Charlton**
- VI. BUSINESS – Action required**
 - B-1 Request Board Approval of Three-year Term Renewals for Budget Committee Members Erin Anderson and Tim Powell – Finance Director Day (p. 10)**
 - B-2 Request Board Approval of Proclamation 18-01 for EMS Week May 20-26, 2018 with the theme, “EMS Strong: Stronger Together” – Division Chief Conway (p. 11)**
 - B-3 Request Board Approval of Revised Purchasing Policy – Finance Director Day (p. 12)**
- VII. OTHER BUSINESS – No action required.** *(These items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*
 - OB-1 Legislative Update – Lobbyist Genoa Ingram**
 - OB-2 Bond Update – Verbal - Division Chief Corless**
 - OB-3 Board Informational Items**
Joint Board Work Session with Estacada Fire District #69
 - OB-4 Board Committee/Liaison Reports**
Foundation Liaison – Director Trotter



Click on the red page numbers to be instantly linked to the particular report.

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CLACKAMAS FIRE DISTRICT #1

Interagency – Director Joseph/Director Syring

VIII. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Chief's Report – Verbal - Chief Fred Charlton

R-1b Business Services Division – Deputy Chief Doug Whiteley **(p.69)**

R-1b.1 Fire Prevention – Battalion Chief Brian Stewart **(p. 71)**

R-1c Emergency Services Division – Deputy Chief Ryan Hari **(p. 81)**

R-1c.1 Emergency Medical Services/Training – Division Chief Bill Conway **(p. 84)**

R-1c.2 Operations – Division Chief Mike Corless **(pg. 99)**

R-1c.3 Volunteer Services – Volunteer Services Chief Steve Deters **(pg. 105)**

R-1c.4 Volunteer Services President's Report – Verbal – President Ryan Kragero

R-1d Financial Services Division – Finance Director Christina Day **(p. 108)**

B. Correspondence **(p. 123)**

C. Informational Items **(p. 139)**

D. Next Meeting

The next Board of Directors' meeting will be on Monday, May 21, 2018, at 6:00 pm at Mt. Scott Station 5.

IX. REGULAR BOARD MEETING RECESSED

X. EXECUTIVE SESSION REGARDING LABOR NEGOTIATIONS PURSUANT TO ORS 192.660(2)(d)

XI. REGULAR BOARD MEETING RECONVENED

XII. ADJOURNMENT

UPCOMING EVENTS:

May 3, 2018 – Budget Committee Meeting – 6:00 pm – Station 14

May 21, 2018 – Regular Board of Directors' Meeting – 6:00 pm -

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING March 19, 2018

(This meeting was recorded.)

I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting is being recorded.

President Wall called the meeting to order at 6:00 pm.

Present: Board of Directors Jay Cross, Jim Syring, Don Trotter, and Director Marilyn Wall; Chief Fred Charlton; Deputy Chief Ryan Hari; Deputy Chief Doug Whiteley; Division Chief Bill Conway; Division Chief Mike Corless; Volunteer Services Chief Steve Deters; Finance Director Christina Day; Battalion Chief Oscar Ramos; Medical Director Craig Warden; Volunteer Association President Ryan Kragero; Volunteer Jeremy Neel; Lobbyist Genoa Ingram from Court Street Consulting; Citizens Chris Hawes and Lowell Peterson; and Executive Assistant Karen Strejc. Director Thomas Joseph was absent.

II. CHANGES TO AGENDA

Chief Charlton noted that Director Joseph was unable to attend.

III. APPROVAL OF MINUTES OF REGULAR BOARD MEETING ON FEBRUARY 26, 2018

Since there were no corrections or additions to the minutes of the regular board meeting on February 26, 2018, the minutes were approved as written.

IV. PUBLIC COMMENT

None.

V. PRESENTATION – ANNUAL MEDICAL DIRECTOR’S REPORT

The Fire District’s Medical Director, Dr. Craig Warden, presented his annual report. There will be a change in Assistant Medical Directors in June. Two new residents will be taking over these positions. New protocols were currently being prepared and training was going well under the direction of EMS Training Officer Mike Verkest. The Active Shooter Drill conducted over the past two weeks went well. This drill included participants from the Oregon City and Milwaukie Police Departments. Crews were one week into the use of the updated Computer Aided Dispatch (CAD) system.

Dr. Warden provided a presentation of the EMS goals and accomplishments for 2018.

- Goal #1 – Increase Survival Rate from Cardiac Arrest
- Goal #2 – Build Community Paramedic Program
- Goal #3 – Plan, Budget and Fund EMS Division
- Goal #4 – Single Role Paramedics
- Goal #5- Improve EMS Data
- Goal #6 – Active Treat Program
- Goal #7 – Assist Operations Division with CAR Pilot
- Goal #8 – Improve EMS Data and Sharing
- Goal #9 – Improve Participation of District EMS Instructors
- Goal #10 – Increase Transport Revenue

VI. BUSINESS

B-1 Request Board Approval of the Purchase of Turnouts

Division Chief Corless noted the request was for turnouts reaching the end of their life use. The current ones would become backups.

Director Cross moved and Director Trotter seconded the motion to approve the purchase of Turnouts. The motion passed unanimously by the Directors in attendance. Director Joseph was absent.

B-2 Request Board Approval to Purchase Tyler Technologies – Munis: Human Capital Management Software

DC Whiteley explained that the purpose of purchasing the Tyler Technologies – Munis: Human Capital Management Software was to add the human resources and payroll programs to what the Fire District currently had for the Munis program. The Finance Division would purchase the add-on in order to tie the two programs together. Tyler Technologies had a human resources function that would save the Fire District \$60,000 in using the payroll and Human Resources modules. The payroll function would begin January 2019, but the training would begin April 2018.

If approved, the funds would come from the Fiscal 2018-2019 year.

Chief Charlton noted the cost was already incorporated into the budget for next year and the Fire District was looking forward to the various ways Munis could evolve.

Chief Charlton added that staff could present this business item at the May board meeting after the Budget Committee approved the budget, if the Board preferred.

DC Whiteley noted that Munis would train staff and payment for their services could be paid after July 2018 as long as there was a commitment from the Fire District.

Director Cross moved and Director Trotter seconded the motion to approve the purchase of Tyler Technologies – Munis: Human Capital Management Software. The motion passed unanimously by the Directors in attendance. Director Joseph was absent.

VII. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Ingram reported on Senate Bill 1566, which directs funds from multiple sources to the Public Employees Retirement System (PERS) for the purpose of crediting side accounts. It would create and appropriate moneys to Employer Incentive Funds to match portions of side accounts of participating public employers' contributions to PERS.

OB-2 Bond Update

Division Chief Corless reported the following:

- Flat concrete work was being done around the new Fleet/Logistics building. The anticipated move-in date would be in August 2018.
- All of the apparatus had been purchased and the last apparatus would go in-service at Town Center Station 1.
- Generator was purchased for Milwaukie Station 2.
- Sonitrol station security project was completed.
- Megahertz radios received \$500,000 back.
- North and south sides of the apparatus bay at Station 16 were completed.
- Station 19: preparing for footings.

OB-3 Board Informational Items

Joint Board Work Session with Estacada Fire District #69 Update

Chief Charlton noted a Joint Board Work Session with Estacada Fire District #69 (EFD) was scheduled for April 11, 2018, 6:00 pm, Boring Station 14.

It was noted the Board asked the EFD Board to review the Boring Fire District #59/Clackamas Fire District #1 Feasibility Study on the Clackamas Fire website.

The suggestion was made to have an Interagency Committee meeting between now and the April 11, 2018 Joint Board Work Session.

OB-4 Board Committee/Liaison Reports

Capital Projects

Director Trotter noted that at the March 6 meeting energy usage and energy saving strategies were discussed.

Foundation Liaison

The Foundation Auction/Dinner on March 10 brought in 172 attendees and earned over \$54,000. The Committee would meet over the next few weeks for the final report. The fundraiser was successful.

On March 22 at the Foundation Board of Trustees' meeting, the election of officers would take place.

Interagency

Director Syring reported that here were two upcoming meetings from the time of this board meeting. A meeting with TVFR was scheduled for March 22 and the Joint Board Work Session with Estacada Fire District on April 11. No meetings took place since the previous board meeting.

Metro Policy Advisory Committee (MPAC)

Director Trotter noted the March 2 meeting was a community forum. A regional transportation plan was discussed. Safety issues were discussed such as reducing speeds, adding sidewalks, and adding more street lights for sidewalks.

The meeting on March 14 discussed the urban renewal development growth changes. The deadline to submit proposed plans would be in December. Thus far, 138 proposals have been submitted for consideration of the 10-year plan.

VIII. INFORMATIONAL ONLY

R-1a Chief's Report

Chief Charlton noted an IGA was in the works with Clackamas County in regards to stranded workers post disaster. The IGA would address volunteers or employees of any district in the County who would be trained and capable to work, but couldn't get to their normal place of work. They could work within their own community, post a major disaster. The Fire District's legal counsel was reviewing the agreement. The borrower would pay the person for their work, using the current wage scale and it would also include Worker's Comp.

On Wednesday, March 21, 2018, Division Chief Conway was recognized at the Royal Rosarian Newsmakers of the Year Dinner Banquet for his off-duty save of a cardiac arrest patient.

Chief Charlton shared that the Fire District continued to be concerned regarding urban renewal. Staff would be hosting a small round table discussion at the Oregon Fire Chiefs Association (OFCA) Conference in May 2018.

R-1b Business Services Division

As submitted.

The Fire District is preparing for the Civil Service meeting that was scheduled for April 9.

DC Whiteley was working on submitting the variance to the county next week for the new administration building.

R-1b.1 Fire Prevention

As submitted.

R-1c Emergency Services Division

The computer-aided dispatch (CAD) replacement project went live last week. Tomorrow morning the Washington County Consolidated Communications Agency (WCCCA) goes live. Overall, the project was going well.

The street where the new Damascus Station 19 was being built, Damascus Lane, will be expanded to 20 feet wide.

R-1c.1 Emergency Medical Services

As submitted.

Director Cross requested that the Board EMS Committee meet within the next month.

R-1c.2 Operations

Division Chief Corless reported the automatic vehicle location (AVL) program was working well.

R-1c.3 Volunteer Services

Volunteer Services Chief Deters presented his February report that was included in the March board packet.

Recruit Academy 17-01 graduated on February 6, 2018 and were sworn-in. The 15 recruits began station coverage in March.

The Recruit Academy 18-01 had orientation and out of 96 candidates, 53 chose to move forward to the written exam.

R-1c.4 Volunteer Services President's Report

Volunteer Association President Kragero reported the Recruit Academy participants who had been Volunteers were doing well.

Volunteer Association President Kragero thanked the Foundation for having a great auction fundraiser.

R-1d Financial Services

As submitted.

B. Correspondence

Noted.

C. Informational Items

Noted.

Citizen Chris Hawes, Damascus resident

Mr. Hawes noted that he was involved in the Roadster Show. On that Friday, there was a call for a person needing medical attention. Retired DC Jamie Karn and a nurse assisted before crews arrived. The patient was reportedly doing well. Mr. Hawes thanked the Fire District for what they do and how well they are trained.

D. Next Meeting

The next meeting is on April 16, 2018 at **6:00 pm** at Mt. Scott Station 5.

IX. REGULAR BOARD MEETING RECESSED

The regular board meeting was recessed at 7:05 pm.

A 10 minute break was taken before the beginning of the Executive Session.

X. EXECUTIVE SESSION REGARDING LABOR NEGOTIATIONS PURSUANT TO ORS 192.660(2)(d)

President Wall called the Executive Session to order at 7:16 pm.

The Executive Session adjourned at 7:31 pm.

XI. REGULAR BOARD MEETING RECONVENED

President Wall reconvened the regular board meeting at 7:31 pm.

XII. ADJOURNMENT

The regular board meeting adjourned at 7:32 pm.

Karen Strejc
Executive Assistant

President Marilyn Wall

Secretary Don Trotter

Clackamas Fire District #1

Memo

To: Chief Fred Charlton and the Board of Directors
From: Finance Director Christina Day
Date: April 16, 2018
Re: Budget Committee Member Term Renewal

The terms for two members of the Fire District's Budget Committee are set to expire in April of this year. The members are Erin Anderson and Tim Powell. Both members were contacted and expressed an interest in continuing to serve.

Recommendation: Reappoint Erin Anderson and Tim Powell to the Budget Committee for another three-year term expiring in April 2021.



Clackamas Fire District #1

**CLACKAMAS FIRE DISTRICT #1
PROCLAMATION 18-01
To Designate the Week of May 20-26, 2018 as
Emergency Medical Services Week**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of physicians, nurses, dispatchers, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

Therefore, the Board of Directors of Clackamas Fire District #1, in recognition of this event do hereby proclaim the week of May 20-26, 2018, as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, “EMS Strong: Stronger Together,” the Board encourages the community to observe this week with appropriate programs, ceremonies and activities.

Adopted this date, April 16, 2018

President Marilyn Wall

Secretary/Treasurer Don Trotter

Clackamas Fire District #1

Memo

To: Board of Directors
Chief Charlton

From: Finance Director Day

Date: April 16, 2018

Re: Revisions to Purchasing Policy

Action

Request approval of revisions to Clackamas Fire District Purchasing Policy.

Background

Attached you will find a revised version of the Fire District's Purchasing Policy. Many of the revisions were necessary to reflect new processes and needs due to the implementation of the new financial system, Munis. Others are timely revisions to reflect changes in business practices. The last revisions to this policy were approved in 2013. The revisions included are based on research and comparison with other public agencies and are in compliance with the Oregon Public Contracting Rules in ORS 137.

Below is a summary of changes made by staff (noted in blue and green):

1. Increase to the threshold for requiring three written quotes to greater than \$5,000.
2. Adds the Division and Deputy Chiefs to the review and authorization process at the \$5,000 - \$15,000 level.
3. Expands the section related to Personal/Professional Services and increases threshold for requiring three written quotes to greater than \$15,000.
4. Expands section related to employee reimbursements.
5. Defines new process using Munis for processing requisitions and requests for checks.
6. Sets new policy and process for using purchasing cards for petty cash, eliminating cash handling at most locations.
7. Directs all invoices directly to Finance for faster processing.

Legal counsel has completed their review since the original draft was distributed (noted in orange). Below is a summary of changes made by legal counsel:

1. Minor grammatical changes and dollar threshold adjustments throughout.
2. Counsel recommended not redefining terms in the policy that are already defined in ORS, so those were eliminated where recommended.
3. Updated ORS references where appropriate.

4. Change in threshold limits for Personal Services procurement in C.d.i-iii, including eliminating any RFP process.

Budget Implications

There are no direct monetary implications from approval of these policy changes.

Recommendation

Staff requests approval of the revisions to the Purchasing Policy.

~~Section 5~~ **DRAFT**

Clackamas Fire District #1

Purchasing Policy

Revised ~~3/1/2013~~ 2018 4/16/2018

CLACKAMAS FIRE DISTRICT #1
STANDARD OPERATING PROCEDURE
PURCHASING POLICY AND PROCEDURES

APPROVED: 03/01/~~2013~~[2018](#)

SUBJECT: PURCHASING POLICIES AND PROCEDURES

PURPOSE: To establish a uniform method of procurement and purchasing management procedures consistent with District policy [and public contracting rules](#), Oregon Revised Statutes, and Oregon Administrative Rules, [to the extent applicable](#).

POLICY: Clackamas Fire District #1 ("~~District~~" or "CFD1") will provide a standardized system of purchasing management within the guidelines provided by the District's Purchasing Policy and Procedures [and Public Contracting Rules](#), Oregon Revised Statutes ("ORS"), and Oregon Administrative Rules ("OAR"), [to the extent applicable](#).

Pursuant to ORS 279A.065(5), the District has opted out of the AGs Model rules, and adopted its own Public Contracting Rules. The District's public contracting rules reflect and incorporate the Oregon Public Contracting Code, Revised Statutes, Chapters 279A, 279B, and 279C. Where appropriate, in accordance with Local Contract Review Board (LCRB) Resolution #13-01, the LCRB has made all required findings and approvals necessary to authorize the adoption of the following purchasing policies ~~and rules~~.

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AUTHORITY & RESPONSIBILITY GENERAL POLICY.

A. The District will follow the Public Contracting Rules adopted by the Board for its purchasing policy and procedures, unless otherwise stated in this Standard Operating Procedure (SOP). These rules explain all the requirements needed to solicit a goods and services, public improvements contracts, and personal services. Personnel authorized to perform purchasing for CFD1 will do so within the policies and laws cited in theseis Standard Operating Procedure (SOP).

B. All contracts will be awarded by competitive process, except as otherwise allowed by the District’s public contracting rules, state statutes, OARs, the guidelines of this SOP, LCRB resolutions, and/or as authorized by Board policy.

~~Personnel authorized to perform purchasing for CFD1 will do so within the policies and laws cited in these Standard Operating Procedure (SOP). The District will follow the Public Contracting Rules adopted by the Board for its purchasing policy and procedures, unless otherwise stated in this SOP. These rules explain all the requirements needed to solicit a goods and services, public improvements contracts, and personal services (personal services are also addressed in Section IX of this SOP.)~~

~~The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee to approve contracts that are subject to competitive solicitation requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.~~

C. Purchases and contracts that are not subject to competitive solicitation requirements, including **extended** personal services contracts **or those** entered into ~~or extended~~ by direct appointment, and that are within budgeted parameters may be ~~entered into~~ **executed** without further approval by the Board. These items include, but are not limited to employee insurance, including workers’ compensation, medical, dental, or life; taxes and PERS payments; investment purchases as authorized by Board policy or other adopted investment policies; payments on personal services contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity; and property and liability insurance purchases.

D. The District is tax exempt as a political subdivision or instrumentality of government under Internal Revenue Code Section 115.

II. AUTHORITY AND RESPONSIBILITY.

A. Board of Directors: Prior to execution, the Board of Directors must approve all purchases or contracts that exceed \$50,000 except in cases of emergency and certain contract extensions.

Signature: Executive staff is authorized to sign all contract documents for the Board of Directors, unless otherwise stated on the contract. The Finance Director and Deputy Chiefs are authorized to sign contracts for the Board (under delegated amounts) established through this SOP.

- B. Fire Chief or designee: The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee to approve purchases or contracts that are subject to competitive solicitation requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.
- C. Deputy and Division Chiefs: The Deputy and Division Chiefs are authorized to approve purchases or contracts, provided such contracts do not exceed \$15,000 and are within budget parameters.
- D. Finance Director: The Finance Director is authorized to approve purchases or contracts, provided such contracts do not exceed \$15,000 and are within budget parameters. This authorization is not replaced by a Deputy or Division Chief authorization, but is required in addition.
- E. Budget/Department Head: Budget control begins with the individual responsible for a cost center within the overall District budget. A cost center includes stations and programs such as wellness, volunteers, fire prevention, training, and individual fire stations. A full list of the current cost centers may be found in Budget Documents on the Fire Districts internal D1Net. The budget responsibility for the cost center lies with the individual program manager, station captain, or battalion chief or deputy chief assigned to the program or station. For the purposes of this policy, this individual will be known as the Department Head, and is responsible for exercising general supervision and control over his or her budget. The Department Head is authorized to approve purchases or contracts, provided such purchases do not exceed \$5,000 and are within budget parameters.

-Delegation of authority: Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the cost center.
- F. Employee: Employees must have been granted authority to purchase for the District by their Department Head or as delegated under the Purchase Card SOP or Petty Cash procedures. Each employee is responsible for knowing their individual purchase authority.
- G. Completed authorization: Vendor purchases are authorized when a Munis requisition has been approved, except as allowed by the Purchasing Card SOP or emergency procedures described herein.

I. _____

H.III. PURCHASING PROCESS GUIDELINES. To maintain consistency, all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

A. Establish Budget Authorization

~~1. Budget control begins with the individual responsible for a cost center within the overall District budget. A cost center includes stations and programs such as wellness, volunteers, fire prevention, training, and individual fire stations. A full list of the current cost centers may be found in Budget Documents on the D1. The budget responsibility for the cost center lies with the individual program manager, station captain, or battalion chief or deputy chief assigned to the program or station. For the purposes of this policy, this individual will be known as the Department Head, and is responsible for exercising general supervision and control over his or her budget. Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the cost center.~~

~~2. Division heads (deputy chief and administrative chief positions) are responsible for training their employees who have purchasing authorization to determine cost centers and account numbers to charge various items against.~~

3.A. Budget Authorization - No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Finance Director and Deputy or Division Chief for amounts up to \$15,000, and ~~or~~ the Fire Chief if the unbudgeted purchase exceeds \$15,000. The Fire Chief may require that certain Requisition Orders be authorized by him/her and or the Finance Director prior to sending the requests to the Logistics Department. Such authorization does not allow District funds to be expended or committed without following the prescribed procedures. No purchases will be made ~~nor submitted to the Logistics Department~~ until approval has been established.

Purchasing authority is separate and different from quote and documentation requirements

~~**B. Goods or Services and Trade Services** – “Goods” include supplies, equipment, materials and personal property, including any tangible, intangible and intellectual property. “Services” include all non-personal services. “Trade Services” are emergency work, minor alteration and ordinary repair or maintenance services.~~

~~4. Unless a special procurement or exemption applies, when the total contract or purchase amount is estimated to be:-~~

- ~~a. Purchases ~~L~~ess than or equal to \$~~14,999,000~~ 5,000; ~~excluding Employee Reimbursement Requests and Travel Requests, R~~equires authorization~~

from the individual responsible for the cost center, or his/her delegate. No quotes are required, but obtaining three verbal quotes is recommended to ensure the best price and product.

- ~~b. Purchases greater than \$1,000 but less than \$5,000 require authorization from the individual responsible for the cost center from which the purchase is being requested.~~
- ~~e.b. Purchases Greater than or equal to Over \$5,000 but less- no more than \$15,000: R require review and approval from the individual responsible for the cost center, a Deputy or Division Chief, and the Finance Director. Three written quotes are required in conformance with the procedures set forth in District Rule 137-047-0270 and ORS 279B.070.~~
- ~~d.c. Purchases of Greater than \$15,000 but less- no more than \$50,000; ~~or more will r~~ R require the authorization, approval, and/or review from the individual responsible for the cost center, the Finance Director, a Deputy or Division Chief, and the Fire Chief. Three written quotes are required.~~
- ~~d. Purchases equal to and g Greater than \$50,000; ~~will r~~ R require authorization and approval from ~~The the~~ Fire Chief and the Board of Directors.~~
- ~~e. Purchases exceeding \$150,000: In addition to requirements above, these purchases will require a formal Invitation to Bid or Request for Proposals process. See Public Contracting Rules 137-047-0260 for further information.~~

C. Personal Services – Personal Services are defined at District Rule 137-046-0110(23) and (24) and are commonly also known referred to as ‘independent contractor’, ‘professional services’ or ‘consulting services’. Personal Services contracting is a method of engaging a temporary or intermittent worker- third party service providers who possesses professional knowledge or specialized skills required to perform the service. Examples include: doctor, financial advisor, attorney, auditor, mediator, real estate broker, trainer/speaker and lobbyist.

- ~~a. In all cases, the District shall follow the rules and procedures in Public Contracting Rule E-17 (see Appendix A) unless governed by Public Contracting Rules, Division 48.~~
- ~~b. Employee vs. Independent Contractor Determination: Generally, an established vendor is an independent contractor. A compensated individual, like a sole proprietor, who works for the District providing personal services, may be considered an employee unless the individual is capable of meeting the requirements to be categorized as an independent contractor.~~

- c. District Employees as Independent Contractors: In very rare cases, a District employee may contract with the District as a vendor:
 - i. The employee must be classified as an independent contractor by Finance and Human Resources.
 - ii. The employee is required to execute a formal contract under the employee's business name, and the contract may only be awarded to the employee after an appropriate competitive solicitation process is performed.
 - iii. The employee must abide by the Code of Ethics and Conduct and Conflict of Interest SOPs.
- d. Unless a special procurement or exemption applies, when the total Personal Services contract is estimated to be:
 - i. ~~Less~~No more than \$15,000 10,000: No quotes are required, however, obtaining three verbal quotes is recommended. Approval from the Fire Chief is required.
 - ii. ~~Over \$15,000- 10,000 to \$49,999~~50,000: Three written quotes are required per District Public Contracting Rule E-17. Approval from the Fire Chief is required.
 - iii. ~~Over \$50,000 to \$149,999:~~ Three written quotes are required per District Public Contracting Rule E-17. Approval from the Board of Directors is required.
 - ~~Over \$150,000: A formal solicitation process is required~~

D. Public Improvement and Related Professional Services:

- a. Architectural, Engineering and Related Services refers to professional services that are required to be performed by an architect, engineer, transportation planner or land surveyor. Contracting for these services must be pursuant to the ~~Model Rules- District Public Contracting Rules, Division 48 and associated Board Policy.~~
- b. Public Improvement ~~Services~~Contract generally ~~-means professional services that are required to be performed by a contractor- a contract for the construction, reconstruction or major renovation, as more specifically defined in ORS 279A.010(1)(cc). on District owned real property.~~ Contracting for ~~these services- such projects is governed by District Public Contracting Rules, ORS 279C, must be pursuant to the Model Rules and applicable Board Policy.~~

E. Employee Reimbursement Requests:

- a. District employees will be reimbursed when prior approval has been given and the employee incurs personal expense for the purchase of goods, training or travel for the District.
 - i. Except for emergencies, employees are encouraged to use one of multiple methods for purchasing goods/services using Fire District funds. Use of personal funds for Fire District purchases should be very minimal, if at all.
 - ii. Employees seeking reimbursement should plan on a 2-week processing period before reimbursement is issued.
- b. To seek reimbursement, the employee should submit a Request for Check to a designated administrative contact for entry into Munis.
 - i. To seek reimbursement for training and travel use, the employee must include a signed Travel Authorization Form. This form must be completed prior to the event/travel.
 - ii. To seek reimbursement for mileage for non-overnight District travel, the employee must include supporting documentation tracking trips and miles driven.
- c. Except for expenses covered by authorized per diem rates, employees must submit receipts/invoices with reimbursement requests.
- d. Approval – the ~~d~~Department/division manager Head or authorized designee of the cost center being expensed should review and approve/disapprove the request through Munis Workflow. ~~complete the "Approval Signature" line.~~ If the employee is a Director, the Deputy Chief, the Finance Director, or the Fire Chief or designee will approve the form.

e. _____

TABLE 1 - EXPENDITURE ~~ORIGINATION AND SIGNATURE~~ AUTHORITY AND DOCUMENTATION REQUIREMENTS

Expenditures Levels*	<u>Written Quotes Required</u>	Approval of Responsible Department Head	<u>Reviewed Approval by of Finance Director</u>	<u>Approval of Division or Deputy Chief</u>	Approval of Fire Chief or Designee	Approval of Board of Directors
<u>Goods or Services and Trade Services</u>						
\$1,000 and under		☒				
Over \$1,000 Less than or equal to \$4,999 to \$5,000 5,000	<u>N</u>	☐				
Over \$5,000 - \$14,999 15,000	<u>Y</u>	☐	☐	☐		
Over \$15,000 - \$49,999 50,000	<u>Y</u>	☐	☐	☐	☐	
Over \$50,000	<u>Y</u>	☐	☐	☐	☐	☐
Over \$150,000	<u>A formal solicitation process is required</u>					
<u>Personal Services</u>						
<u>Less than or equal to \$15,000</u> 10,000	<u>N</u>	☐	☐	☐	☐	
Over \$15,000 - \$49,999 \$10,000 - 50,000	<u>Y</u>	☐	☐	☐	☐	
Over \$50,000 - \$149,999	<u>Y</u>	☐	☐	☐	☐	☐
Over \$150,000	<u>A formal solicitation process is required</u>					
<u>Reimbursement Requests (regardless of amount)</u>						
Any employee reimbursement request	<u>N</u>	☐				
Reimbursement requests for Directors, Division Chiefs, Executive Officer, or Chief	<u>N</u>		☐	OR ☐	☐	
<u>Travel Requests (regardless of amount)</u>						
Out-of-state travel requests	<u>N</u>	☐	☐☒	☐	☐☒	
Local travel requests	<u>N</u>	☐				

*** Unbudgeted items may require additional approvals depending on the amount and item requested. See Finance Director for clarification.**

TABLE 2 — CONTRACT PROCUREMENT REQUIREMENTS & DOCUMENTATION*

Purchase Type	Quote Requirement	PO Required	Approval
\$2,000 and under	No Quotes	If invoiced	Responsible Department Head or Designee
Over \$2,000 to \$5,000	Three verbal quotes	Yes	Responsible Department Head
Over \$5,000	Three written quotes	Yes	Finance Director
Over \$15,000	Three written quotes	Yes	Fire Chief
Over \$50,000	Three written quotes	Yes	Board of Directors
Goods and Services Contracts over \$150,000	Formal Invitation to Bid or Request for Proposals ¹ See Public Contracting Rules	Yes	Board of Directors
Public Improvement Contracts over \$100,000	Formal Invitation to Bid ² See Public Contracting Rules	Yes	Board of Directors
Sole Source Contracts	See Public Contracting Rules	Yes	Board of Directors, consult Finance Director
Personal Services Contracts	Same as above per amount of contract, See [DC1] Public Contracting Rules	Yes	Same as above per amount of contract, except as provided by Section IX

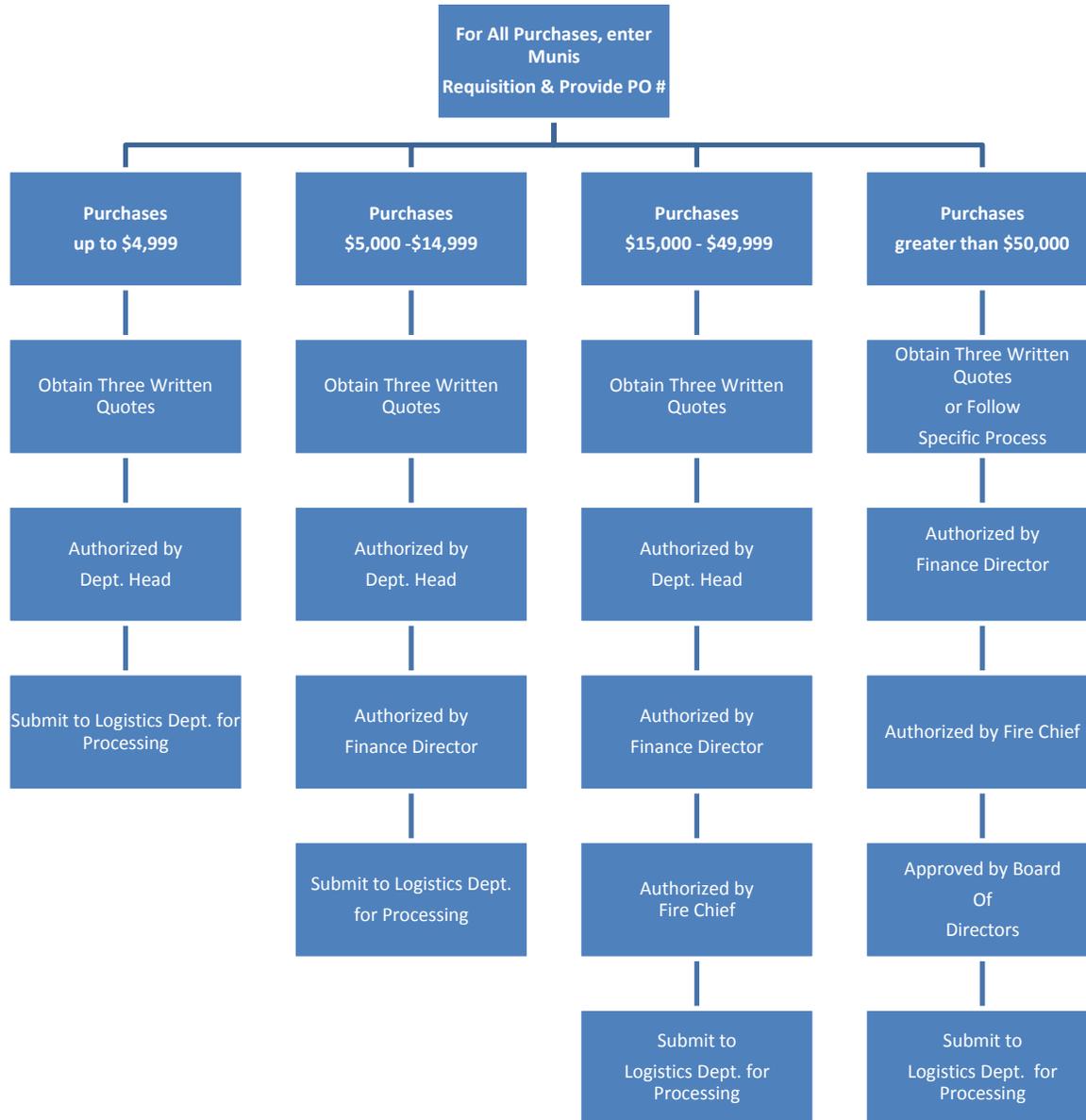
B. —

*** Reference Purchasing Policy Flow Chart for Expenditures on page 6 for further quote and documentation information**

¹ Unless a special procurement is approved by the Board of Directors acting as the LCRB pursuant to ORS 279B.085 for a contract or class of contracts. See Section X(A)

² Unless an exemption from competitive bidding is approved by the Board of Directors acting as the LCRB pursuant to ORS 279C.335(2). See Section (B).

Purchasing Policy Flow Chart for Expenditures





~~* Flow chart does not apply to personal services contracts, sole source purchases, and intergovernmental cooperative purchasing.~~

IV. ~~Requisition Order Form~~ PURCHASING PROCESS PROTOCOL

A. Requisitions - A Requisition Order must be generated for all materials and/or services to be purchased, unless another pre-approved method has been set up with Finance. A Requisition Order will initiate and authorize the order of an item or service, request an item from inventory, and “order” internal services from Fleet, IT, Facilities and others. The Requisition must be approved by the appropriate personnel through Munis Workflow as referenced in Table 1.

C.

1. A Requisition Order Form will be used for all "purchase requisitions" requiring a purchase order will be entered into Munis for all purchases. Purchases of \$5,000 or more should have three with-written quotes attached in Munis prior to must be submitted in hard copy for approval release through Workflow. Reference Table 2-1 for Quote and Documentation Requirements.
2. To enter a Requisition for a purchase in Munis, you will need:
 - a. The vendor’s name, address, phone number
 - b. Cost Center and account number to be charged (i.e. 101650 – 7110 for Finance professional services)
 - c. Description of material or service, or what needs to be ordered
 - d. Quantity and price per item
 - e. Total Cost, including shipping (if an exact amount is not yet known, enter the best estimate available)
 - f. The date the materials are required should be entered in the “Notes” or “General Notes” section in Munis Requisition Entry.
 - g. Any required written quotes scanned and attached in Munis.
 - i. If quotes are required but the requestor was unable to obtain three written quotes, include a note with the reason in the “Notes” or “General Notes” section in Munis Requisition Entry, i.e. the item is sole-source or available through a cooperative purchasing agreement.
 - ii. If the order has been previously bid out by another government entity with cooperative language (see Section XIII for more information on this), then three quotes are not needed, but the reason for not obtaining three quotes

should be noted on the “Notes” or “General Notes” section in Munis Requisition Entry.

h. Requisition Order in the "Vendor Quotes" area. Upon receipt of a Requisition Order, the Logistics Department will obtain a source of supply, if the requesting department has not already done so. This is done by selection of options that will give the best price, proper quality, and service.

3. All purchases ~~may~~ shall be routed electronically through Munis e-mail Workflow for approval with appropriate documentation ~~when applicable~~. Reference Table 1 for appropriate approval authority.

4. Once ~~the approvals have been obtained~~ completed, the requisition is forwarded to the Logistics Department ~~to complete~~ for conversion to:

a. ~~a~~ Purchase Order – Requisitions will be converted to a purchase order if the purchase is periodic or infrequent (i.e. SCBA replacement); incident or event-based (i.e. mechanical failure or purchase of firefighting equipment); or required by a vendor to complete an order. Also use this process to order inventory items that will be “received” by Logistics.

b. Contract – Contracts function as a blanket purchase order, an agreement for future purchases, for purposes of tracking future renewal, and for services requiring a bid. Requisitions will be converted to a Contract if the purchase is an ongoing cost (i.e. monthly lease payments, bulk fuel purchases, dispatch services); requires progress payments (i.e. construction projects or software implementation); or has agreed upon pricing (i.e. per copy costs on printers, insurance).

c. Work Order – Requisitions will be converted to a work order if related to an internal repair or service requiring the purchase of items (i.e. a ticket is submitted to repair a broken transmission, requiring the purchase of the transmission).

d. Pick Ticket – Requisitions will be converted to a work order if the item has already been purchased and is in Logistics inventory. Logistics will pull the item from inventory and send to the requestor.

1. _____.

2. _____ Requisition Order Requirements:

~~a. — The vendor's name, complete address, phone number, and fax number (if known) must be filled in on the upper portion of the Requisition Order.~~

~~b. — The body of the Requisition Order must contain the following information:~~

~~i. — Cost center (Department, Station, or Program)~~

~~ii. — Account number (i.e., 7090 Office Supply)~~

~~iii. — Material/service description or what needs to be ordered~~

~~iv. — Quantity desired~~

~~v. — Price for each item/service~~

~~vi. — Total (quantity times cost) and estimated shipping, if applicable~~

~~vii. — Approvals and authorization signatures~~

~~viii. — Quotes (attach written quotes to requisition form)~~

~~3. — A Requisition Order must be generated for materials and/or services to be invoiced, unless another pre-approved method has been set up with Finance. The form must be signed by the appropriate approval personnel as referenced in Table 1.~~

~~a. — "Emergency Repair" or "Budgeted" boxes should be checked "yes" or "no" as appropriate below the vendor quotes area.~~

~~b. — The date the materials are required, the delivery address, and any other pertinent information should be put in the "Other Remarks" section.~~

~~e. — Completed Requisition Orders will be submitted/routed to the Logistics Department for order processing upon completion of approvals through Workflow.~~

B. Request for Check – The Request for Check process may be used for employee reimbursements, travel advances, mileage, conference registrations, tuition reimbursements and other reimbursements or advance payments as authorized by the Finance Department. See Section III.E. above for further details.

C. Purchasing Cards - The Finance Department District uses the purchasing card program for small items, one-time and occasional vendors, travel and certain types of recurring purchases in order to improve the efficiency and cost-effectiveness of the ordering process. This program will be periodically updated as needed by the Finance Department. Purchasing cards are not to be

used as a method to circumvent the purchasing policy but simply as a method of payment. The policy and process for purchasing card use and reporting requirements is defined in the Purchasing Card SOP found under the Finance Section of the SOP reference on the D1Net.

V. PETTY CASH / CARD PURCHASES

- A. To improve efficiency and availability, the Fire District may use petty cash funds or purchasing cards for material purchases of \$50 or less. Such expenses will be refunded to the employee upon presentation of a properly documented, authorized request for payment to a petty cash custodian. This documentation must include the original receipt, proper account code, approval by an authorized individual or designee, and any other pertinent back-up documentation.
- B. Staffed fire stations and certain departments will be issued purchasing cards for use in lieu of cash.
- a. These cards will have a \$200 maximum limit.
 - b. Staff may check cards out from the petty cash custodian for use on qualifying purchases.
 - c. The Fire District's SOP on Purchasing Cards applies to use of these cards as well.
 - d. Petty cash purchasing cards will be reconciled by each petty cash custodian monthly in the same timing and manner as other purchasing cards. See the SOP on Purchasing Cards for further information.
2. Administration will retain \$400 in petty cash funds and the Boring fire station will retain \$200 in petty cash funds. Employees seeking a cash reimbursement may present documentation and authorization at Administration or Boring for immediate reimbursement.
 3. Petty cash funds will be reconciled by each petty cash custodian, submitted to the Finance Department, and replenished on an as needed basis, but at least quarterly.
- C. The petty cash account should be used for casual purchases only when:
1. There is immediate need for the item, which is not obtainable through the Logistics Department;
 2. The employee does not have a purchasing card or the vendor will not take a purchasing card;

3. The purchase is under \$50.

~~When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day. Section V of this SOP should be referred to in emergency situations.~~

~~**EMERGENCY PURCHASES**~~

~~"Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the condition."~~

~~In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:~~

~~The Board of Directors by resolution, or~~

~~The Fire Chief or the Fire Chief's designee by written order in the event prompt action is necessary to protect the public health or safety following such an emergency, and when it is not practical to convene a meeting of the Board of Directors. (ORS 294.455)~~

~~The Fire Chief or the Fire Chief's designee shall have authority to approve and execute contracts in any amount without approval of the Board: provided, however, that the Fire Chief or the Fire Chief's designee shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.~~

~~The Fire Chief or designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.~~

~~Emergency contracts may be awarded as follows:~~

~~Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080, the District's Public Contracting Rules, and Section **IV**.~~

VI. Public Improvements. Emergency contracts for public improvements may be awarded according to the process set forth in the Public Contracting Rules. **INSPECTION AND RECEIVING**

- A. It is the responsibility of the Logistics Department to check materials against the purchase order for conformance to quality, quantity, and specifications.
- B. When materials and services are received, the following procedures will be observed:
1. Deliveries should not be accepted without obtaining some form of delivery ticket or packing list. Every vendor must obtain a signature for their records, but personnel should make certain that he/she leaves a copy for District records. Exceptions to this are UPS and Federal Express, when District personnel can obtain needed information via the vendor Web site.
 2. When personnel receive goods, they must not sign collect freight bills, but should instead notify the delivery service that the freight bills must be prepaid, and advise the Department/Division Head.
 3. Personnel must examine the container at the point of delivery and make a notation on the packing/delivery slip and/or carrier freight bill for each dent or tear, no matter how minor the damage.
 4. The delivery slip must be verified to see that it agrees with the materials and services received.
 5. The delivery slip should be compared with the purchase order and any price adjustments, shipping costs, etc., made directly on the receiving purchase order.
 6. If there is a discrepancy with the order (i.e., overage or shortage), the vendor and/or delivery driver should be contacted to determine resolution.
 7. The verified items should be entered into the Munis system. If the personnel does not enter (or is not responsible for entering) the items into the accounting system, they must forward to the Logistics Department the receiving purchase order, along with the words "Okay to receive in accounting system" written on it.
 8. If the purchase order is received in its entirety (complete), the original receiving purchase order shall be marked as "Received", and the packing/delivery slip scanned and attached in Munis. Once this is complete, it constitutes authorization for **final** payment.
 9. If the order is not complete:
 - a. The items received should be recorded on the receiving purchase order.

- b. The packing/delivery slips and invoice (if available) should be scanned and attached to the purchase order in Munis as authorization for partial payment.
 - c. The verified items should be entered into the inventory system. If the receiving party does not enter (or is not responsible for entering) the items into the inventory system, a copy of the receiving purchase order should be forwarded to the Logistics Department as stated in (8) above.
 - d. When final delivery is made and the purchase order is complete, the remaining packing/delivery slips should be scanned and attached in Munis as stated in (8) above.
10. The receiving purchase order will be filed alphabetically by vendor, along with the paid invoice and copy of voucher/check in the Finance Department's current fiscal year vendor files.

~~PAYMENT OF INVOICES:~~

~~D. Vendor Quotes (if applicable)~~

- 1. ~~Purchases less than \$2,000 do not require quotes.~~
- 2. ~~Documentation of three oral quotes shall be obtained for an order equal to and greater than \$2,000, but not exceeding \$5,000. Documentation of the good faith effort to obtain quotes must be noted with the purchase request. Documentation includes the list of vendors contacted, the price and the product information received.~~
- 3. ~~For goods and services greater than \$5,000, but equal to or less than \$150,000, a record of three original written quotes should be attached when feasible. Not all purchases will fit neatly into the three-quote requirement, as there may be purchases that require an RFP, or are only available from a cooperative purchasing source.~~
- 4.I. ~~Upon receipt of a Requisition Order, the Logistics Department will obtain a source of supply, if the requesting department has not already done so. This is done by selection of options that will give the best price, proper quality, and service.~~
- 5.I. ~~When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day. Section V of this SOP should be referred to in emergency situations.~~
- 6.I. ~~The District will follow the Public Contracting Rules adopted by the Board for its purchasing policy and procedures, unless otherwise stated in this SOP. These rules explain all the requirements needed to solicit a goods and services, public~~

~~improvements contracts, and personal services (personal services are also addressed in Section IX of this SOP.)~~

~~I. The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee to approve contracts that are subject to competitive solicitation requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.~~

~~7.I. Purchases and contracts that are not subject to competitive solicitation requirements, including personal services contracts entered into or extended by direct appointment and that are within budgeted parameters may be entered into without further approval by the Board. These items include, but are not limited to employee insurance, including workers' compensation, medical, dental, or life; taxes and PERS payments; investment purchases as authorized by Board policy or other adopted investment policies; payments on personal services contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity; and property and liability insurance purchases.~~

~~8. When preparing a Requisition Order over \$2,000, three vendor quotes should be obtained. If that is not possible because the price quote is from another government contract (such as state bid) that has already been awarded, the reason for not obtaining three vendor quotes should be noted in the "Vendor Quotes" area of the Requisition Order. The vendor quotes shall include the vendor's name and price in this "Vendor Quotes" section. If the order has been previously bid out by another government entity with cooperative language (see Section XIII for more information on this), then three quotes are not needed, but the reason for not obtaining three quotes should be noted on the Requisition Order in the "Vendor Quotes" area. Public notices of bids and proposals may be published electronically instead of by newspaper of general circulation, as long as it is cost-effective to do so and is legally allowed.~~

~~9.I. All contracts will be awarded by competitive process, except as otherwise allowed by the District's public contracting rules, state statutes, OARs, the guidelines of this SOP, LCRB resolutions, and/or as authorized by Board policy.~~

E.VII. Invoices **PAYMENT OF INVOICES**

A. All invoices from vendors ~~must be forwarded~~ shall be mailed directly to the Finance Department for payment.

1. All invoices should be submitted by postal mail to:

Clackamas Fire District #1
Attn: Accounts Payable
11300 SE Fuller Rd
Milwaukie, OR 97222

Or via email to:

accounts payableinbox@clackamasfire.com

2. If the originating department/division receives the invoice directly, they will immediately:
 - a. Forward a scanned copy of the invoice to Accounts Payable via the email address
 - b. Hand deliver the original invoice to Accounts Payable
 - c. Send the invoice to Accounts Payable through interoffice mail
3. Vendors will be encouraged to send invoices directly to the Finance Department address or to the Accounts Payable email address.
4. Vendors will also be encouraged to indicate the related Purchase Order or Requisition number on each invoice.
- ~~1.5.~~ All invoices will be processed and paid by the Finance Department weekly according to the terms of the invoice. The Finance Department will process all original invoices for payment purposes. Vendor statements ~~will~~ cannot be used for payment purposes.

2. ~~B.~~ Most goods will be received through Logistics and entered into Munis as 'Received' by Logistics. For services and goods not received through Logistics, if the originating department/division receives the invoice directly, they will follow the procedure below for payment approval for invoices in instances where the total dollar value of the procurement did not exceed \$2,000 and a Standing Purchase Order or a Manual Purchase Order was used for the procurement of materials and/or services.

~~The personnel receiving the goods or services must write directly on the original invoice or contract agreement the following details:~~ notify Logistics or Accounts Payable in writing of satisfactory receipt of the purchase before an invoice can be paid.

Note: One item requiring special clarification is the "F.O.B. shipping point." In those cases, freight charges will be prepaid and shown as a separate item on the invoice. In no case will the District receive freight on a collector COD basis, unless those arrangements have been pre-approved by the Support Services Manager Logistics Manager.

~~3.:~~

~~a. The purchase order or requisition number, if not already noted on the invoice;~~

~~b. The date the materials and/or services were received;~~

- ~~c. — Ordering person's name;~~
- ~~d. — Authorization for payment (i.e., "OK to pay"); and~~
- ~~e. — The cost center and account number to be expensed in accordance with departmental/divisional budget.~~

~~F. — Purchase Orders~~

- ~~1. — Purchase orders must be filled out completely and be attached to the Requisition Order. Other than from a vendor on the Standing Purchase Order list, no purchase of \$1,000 or more will be made without an authorized purchase order. Signed contracts on file with the District and copied to the Accounts Payable Office do not require a purchase order.~~
- ~~2. — No purchase will be authorized without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Finance Director if under \$5,000, and/or the Fire Chief if over \$5,000.~~
- ~~3. — The District is tax exempt as a political subdivision or instrumentality of government under Internal Revenue Code Section 115.~~
- ~~4. — Purchase Order Routing:
 - ~~a. — One copy is to be sent to the vendor (if requested). If the copy is not sent to the vendor, it is to be retained by the Logistics Department.~~
 - ~~b. — If the purchase is for services, a second copy is attached with all supporting documentation and the Requisition Order is forwarded to Accounts Payable for future processing.~~
 - ~~c. — If the purchase is for goods, a second copy is attached with all supporting documentation and the Requisition Order is retained in the Logistics Department for receipt of the product.~~
 - ~~d. — The Purchase Order with attached documentation is filed alphabetically by vendor in the Logistics Department. When the order is received, the Purchase Order will be pulled and the receiving process will be followed as outlined below in Section VII.~~~~
- ~~5. A. — One item requiring special clarification is the "F.O.B. shipping point." In those cases, freight charges will be prepaid and shown as a separate item on the invoice. In no case will the District receive freight on a collector COD basis, unless those arrangements have been pre-approved by the Support Services Manager.~~

C. Payments to vendors are generally issued weekly on Thursday. Payment requests must be submitted with all required documentation to the Accounts Payable office no later than 4:30pm on Tuesday to be included in that week's check run. See the SOP titled "Accounts Payable Check Request Deadline and Process" for further details.

- ~~6. — Payment requests must be submitted to the Accounts Payable office no later than 5pm on Tuesday. Changes to the schedule may be made to accommodate holiday schedules and special circumstances. Discounts for earlier payments will be taken when applicable and if the invoice has been approved. All invoices should be submitted to:~~

**~~Clackamas Fire District #1
Attn: Accounts Payable
9339 SE Causey Avenue
Happy Valley, OR 97086~~**

III. — STANDING PURCHASE ORDER RELEASE/MANUAL PURCHASE ORDER

A. — Standing Purchase Orders

- ~~1. — Standing purchase orders are issued annually to vendors that supply small miscellaneous items, such as nuts and bolts, stationery supplies, or printing that are purchased at varying times in small quantities, or are issued yearly to contracted vendors for frequent and/or continuous purchases, such as for overhead door or heating/air conditioning repairs.~~

~~NOTE: When purchasing against a Standing Purchase Order, the authorized purchaser will need to inform the vendor of the assigned Standing Purchase Order number and the purchaser's name on invoices.~~

- ~~2. — Designated Department Heads, when so authorized by their Division Head, may utilize a Standing Purchase Order for the procurement of materials and/or services when the total dollar value of the procurement does not exceed \$1,000. Use of Manual Purchase Orders for a higher defined dollar limit may be authorized for certain personnel within specific dollar limits at the direction of the Fire Chief or designee. All quote and purchasing limits apply as stated in on Tables 1 and 2. Manual Purchase Orders are not to be used as a method to circumvent Requisition Orders.~~

B. — Manual Purchase Order Requirements

- ~~1. — Vendor name, address, phone number, and fax number (if known).~~
- ~~2. — Cost center.~~
- ~~3. — Account number.~~

4. ~~Material/service description of what needs to be ordered.~~
5. ~~Quantity desired.~~
6. ~~Price for each item/service.~~
7. ~~Total (quantity times cost) and estimated shipping, if applicable.~~
8. ~~Employee (purchaser) name and employee number.~~

C. Manual Purchase Order Routing

1. ~~White copy to vendor, if needed.~~
2. ~~Yellow copy with packing list and/or bill to be submitted to Finance at least weekly.~~

IV. PURCHASING CARDS (CREDIT CARDS)

~~The Finance Department uses the purchasing card program for small items, one-time and occasional vendors, and certain types of recurring purchases in order to improve the efficiency and cost-effectiveness of the ordering process. This program will be periodically updated as needed by the Finance Department. Purchasing cards are not to be used as a method to circumvent the purchasing policy but simply as a method of payment. The policy and process for purchasing card use and reporting requirements is defined in the Purchasing Card SOP found under the Finance Section of the SOP reference on the DI.~~

V.I. EMERGENCY PURCHASES

~~A. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the condition."~~

~~B.A. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:~~

1. ~~The Board of Directors by resolution, or~~
- 2.1. ~~The Fire Chief or the Fire Chief's designee by written order in the event prompt action is necessary to protect the public health or safety following such an emergency, and when it is not practical to convene a meeting of the Board of Directors. (ORS 294.455)~~

~~C.A. The Fire Chief or the Fire Chief's designee shall have authority to approve and execute contracts in any amount without approval of the Board; provided, however, that the Fire Chief or the Fire Chief's designee shall make all reasonable efforts to~~

~~obtain approval of the Board Chair before entering into a contract in excess of \$50,000.~~

~~D.A. The Fire Chief or designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.~~

~~E.A. Emergency contracts may be awarded as follows:~~

~~1. Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080, the District's Public Contracting Rules, and Section IV.~~

~~2.1. Public Improvements. Emergency contracts for public improvements may be awarded according to the process set forth in the Public Contracting Rules.~~

VI. PETTY CASH PURCHASES

~~A. The petty cash account is for material and service expenses of \$50 or less. Such expenses will be refunded to the employee upon presentation of a properly documented, authorized request for payment to the petty cash custodian. This documentation must include the original receipt, proper account code, approval by an authorized individual or designee, and any other pertinent back-up documentation.~~

~~B. The petty cash account should be used for casual purchases only when:~~

~~1. There is immediate need for the item, which is not obtainable through the Logistics Department;~~

~~2. The employee does not have a purchasing card or the vendor will not take a purchasing card;~~

~~3. The purchase is under \$50.~~

~~VII. Petty cash accounts will be reconciled by each department /division's petty cash custodian and replenished at least on a quarterly basis in conjunction with fiscal year end. The petty cash custodian has the option of using the Petty Cash Reconciliation Form to complete this task. **INSPECTION AND RECEIVING**~~

~~A. It is the responsibility of the Logistics Department to check materials against the purchase order for conformance to quality, quantity, and specifications.~~

~~B. When materials and services are received, the following procedures will be observed:~~

1. ~~Deliveries should not be accepted without obtaining some form of delivery ticket or packing list. Every vendor must obtain a signature for their records, but personnel should make certain that he/she leaves a copy for District records. Exceptions to this are UPS and Federal Express, when District personnel can obtain needed information via the vendor Web site.~~
2. ~~When personnel receive goods, they must not sign collect freight bills, but should instead notify the delivery service that the freight bills must be prepaid, and advise the Department/Division Head.~~
3. ~~Personnel must examine the container at the point of delivery and make a notation on the packing/delivery slip and/or carrier freight bill for each dent or tear, no matter how minor the damage.~~
4. ~~The delivery slip must be verified to see that it agrees with the materials and services received.~~
5. ~~The delivery slip should be compared with the purchase order and any price adjustments, shipping costs, etc., made directly on the receiving purchase order.~~
6. ~~If the material and services are satisfactory and there is not a discrepancy with the order, personnel must make certain that the original receiving purchase order is signed and dated.~~
7. ~~If there is a discrepancy with the order (i.e., overage or shortage), the vendor and/or delivery driver should be contacted to determine resolution.~~
8. ~~The verified items should be entered into the accounting system. If the personnel does not enter (or is not responsible for entering) the items into the accounting system, they must forward to the Logistics Department the receiving purchase order, along with the words "Okay to receive in accounting system" written on it.~~
9. ~~If the purchase order is received in its entirety (complete), the signed and dated original receiving purchase order, the packing/delivery slip, and invoice (if available) should be forwarded to the Finance Department as authorization for **final** payment.~~
10. ~~If the order is not complete:~~
 - a. ~~The items received should be recorded on the receiving purchase order.~~
 - b. ~~The packing/delivery slips and invoice (if available) should be forwarded to the Finance Department as authorization for partial payment.~~

~~c. — The verified items should be entered into the accounting system. If the receiving party does not enter (or is not responsible for entering) the items into the accounting system, a copy of the receiving purchase order should be forwarded to the Logistics Department as stated in (8) above.~~

~~d. — When final delivery is made and the purchase order is complete, the remaining packing/delivery slips should be forwarded to the Finance Department as stated in (9) above.~~

~~11. — The receiving purchase order will be filed alphabetically by vendor, along with the paid invoice and copy of voucher/check in the Finance Department's current fiscal year vendor files.~~

VIII. EMPLOYEE REIMBURSEMENT REQUESTS

~~The main function of the Reimbursement/Mileage Form is to simplify the reimbursement process for claims against the District. This form may be used without a purchase order or an invoice to make a payment to the employee (e.g., mileage and other miscellaneous items).~~

~~A. — Employee reimbursement requests may be either typed or handwritten. Instructions for filling out the form are as follows:~~

- ~~1. — Station/Department/Division — the station or department/division assignment of the employee.~~
- ~~2. — Employee — the name of the employee supplying the items being purchased on the "Reimburse To:" line.~~
- ~~3. — Date — the date the expense was incurred (usually the date on the receipt).~~
- ~~4. — Description/Reason — for what purpose the funds were spent.~~
- ~~5. — Cost Center — the number(s) of the cost center to be expensed.~~
- ~~6. — Account Number — the number(s) of the account to be expensed.~~
- ~~7. — Amount — the amount to be expensed against each specific account number.~~
- ~~8. — Employee's Signature — the individual requesting the reimbursement should complete the "Signature" line.~~
- ~~9. — Approval — the department/division manager or authorized designee of the cost center being expensed should complete the "Approval Signature" line. If the employee is a Director, the Deputy Chief, the Finance Director, or the Fire Chief or designee will approve the form.~~

- ~~10. Supporting documentation— itemized paperwork to support the expenditure must be attached (e.g., personal charge slip, mileage documentation).~~

~~IX. PERSONAL SERVICES CONTRACTS~~

~~When the District plans to use a personal services contract, unless governed by Public Contracting Rules, Division 48, the District shall follow the rules and procedures in Public Contracting rule E 17 (set forth in Appendix A, p. 90).~~

VIII. EMERGENCY PURCHASES

- A. “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the situation.”
- B. When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.
- C. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:
1. The Board of Directors by resolution, or
 2. The Fire Chief or the Fire Chief's designee by written order in the event prompt action is necessary to protect the public health or safety following such an emergency, and when it is not practical to convene a meeting of the Board of Directors. (ORS 294.455 481)
- D. The Fire Chief or the Fire Chief's designee shall have authority to approve and execute contracts in any amount without approval of the Board: provided, however, that the Fire Chief or the Fire Chief's designee shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.
- E. The Fire Chief or designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- F. Emergency contracts may be awarded as follows:

1. Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080, the District's Public Contracting Rules, and Section VII herein.

2. Public Improvements. Emergency contracts for public improvements may be awarded according to the process set forth in the Public Contracting Rules.

X-IX. EXEMPTIONS FROM COMPETITIVE BIDDING ON CONTRACTS

- A. The District's adopted public contracting exemptions are set forth in the Public Contracting Rules, attached as Appendix A, ~~beginning on p. 37~~. The LCRB may exempt certain additional contracts or classes of contracts for procurement of goods and services from competitive bidding according to the special procurement procedures described in ORS 279B.085.
- B. The LCRB may exempt certain contracts or classes of contracts for public improvement from competitive solicitation requirements- according to the procedures described in ORS 279C.335 and the Public Contracting Rules attached as Appendix A, ~~beginning on page 71~~ (Alternative Contracting Methods-).

XI-X. SOLE-SOURCE PURCHASES

Sole Source goods and service procurements will follow the procedures set forth in District Rule 137-047-0275. See, Appendix A, ~~p. 19~~.

XII-XI. INTERGOVERNMENTAL/COOPERATIVE PURCHASING

Intergovernmental and cooperative purchasing rules and guidelines are set forth at District Rule 137-046-0400 et seq, See, Appendix A, ~~pages 6-9~~. Personnel should refer to these sections for the appropriate procedures.

The Logistics Department Manager or designee will have the authority to join other units of government in cooperative purchasing when it serves the best interest of the District. This is usually done by entering into intergovernmental agreements with other federal, state, and/or local governments for intergovernmental and cooperative purchasing as needed for the District's benefit.

XIII-XII. REQUEST FOR PROPOSALS ("RFP")

An RFP process may be ~~desired~~ ~~necessary~~ ~~desirable~~ for the procurement of certain goods and services, or public improvement projects.- These circumstances usually arise when

considerations beyond the price of the product, service, or work are important to the District. When this occurs, it is the District's responsibility to identify the criteria, associated weights, specifications and other requirements that would satisfy the District's needs. Contact the Finance Director for assistance with this method of procurement.

- A. In making an award using the request for proposal process for goods and services, the District shall follow the procedures laid out in District Rule 137-047-0260 and other applicable Division 47 rules. See, Appendix A, ~~pps. 13-17~~. The evaluation process(es) to be used shall be stated in the RFPs. Contact Finance Director for assistance with RFP preparation.
- B. In utilizing an RFP for a public improvement contract, the District shall follow the procedures laid out in District Rule 137-049-0200, 137-049-0650, and other applicable Division 49 rules. See, Appendix A, ~~pps. 52 and 73~~.
- C. The District shall follow the procedures for public notices of solicitations as stated in the statutes and the District's Public Contracting Rules. District Public Contracting Rules relating to electronic publication shall apply. It is noted, however, that solicitations for public improvement contracts of \$125,000 or more must also be published in a trade journal of general statewide circulation.

~~XIV~~.XIII. PUBLIC IMPROVEMENTS CONTRACTS

The rules and guidelines for CFD1 public improvement contracts are set forth in the Public Contracting Rules, Appendix A, ~~pages 52-85~~.

~~XV~~.XIV. ETHICS IN DISTRICT PURCHASING

With regard to the ethical topics listed below and with regard to any other ethical matter not listed herein, the District will follow its public contracting rules and ORS Chapters 244, 279A, 279B, and 279C. Employee conflict of interest apply under the following circumstances:

1. Employee disclosure requirements
2. Gratuities and kickbacks
3. Prohibition against contingent fees
4. Restrictions on employment of present and former employees
5. Use of confidential information

~~XVI~~.XV. PUBLIC ACCESS TO PURCHASING INFORMATION

Purchasing information will be public records to the extent provided in ORS Chapters 279A, 279B, and 279C, Public Contracting Rules, and ORS Chapter 192.

Fees for purchasing information will be collected in accordance with the fee structure outlined in the [District](#) SOP for Rules for Responding to Public Record Requests.

~~XVII~~.~~XVI~~. FAILURE TO FOLLOW PURCHASING POLICY

Employees who do not follow the District's purchasing policy will have their supervisor notified. If problems persist, the supervisor will work with the District's Human Resources Department for resolution of the situation.

~~XVIII~~.~~XVII~~. SURPLUS PROPERTY

The District will follow the procedures set forth in [the District SOP titled 'Disposal of Equipment and Scrap Items'](#) and in Rule E-16 of the Public Contracting Rules, Appendix A, page 90.

~~XIX~~.~~XVIII~~. DEFINITIONS AND ABBREVIATIONS

Whenever the following words are used in this Purchasing Policy or referenced documents, the intent and meaning shall be interpreted pursuant to the definitions set forth in the Oregon Public Contracting Code and the District's Public Contracting Rules, attached as Appendix A. In the case of conflict between the following definitions and state law and the District's Rules, state law and the District's Rules will prevail. To the extent these terms are undefined by state law and the District's Rules, the following terms mean:

- ~~1. Addenda are written or graphic instruments issued prior to the time of Bid opening that modify or interpret the Bid Documents by additions, deletions, clarifications, or corrections.~~
- ~~2. Alternate Bid is a Bid that deviates from set specification and offers or proposes another way of accomplishing the same.~~
- ~~3.1. Approval means the process of authorizing an action prior to its execution.~~
- ~~4. Award means the acceptance of a Bid Proposal, which results in the presentation of a purchase agreement or Contract to a Bidder.~~
- ~~5. Bid means a complete and properly signed proposal to provide the commodities or services or designated portion thereof for the sums stated therein. A Bid is submitted in accordance with the Bid Documents.~~
- ~~6. Bid Bond means an insurance agreement in which a third party agrees to be liable to pay an agency a sum of money in the event the Bidder that is awarded the Contract does not execute the Contract Document, furnish any required~~

~~Performance Bond, and does not proceed with performance. The Bond is given to the agency at the time of Bid submittal.~~

~~7. **Bid Security** means a sum of money, guaranteed check, or other security deposited at the request of CFD1 (the "obligee") that guarantees that a Bidder ("depositor") awarded the Contract will execute the Contract, furnish any required Performance Bond, and proceed with performance. The Bid Deposit is given to CFD1 at the time of Bid submittal and released when Performance Bond is received.~~

~~8. **Bidder** means an individual, firm or corporate entity submitting a Bid (proposal).~~

~~9. **Bid Documents** include the advertisement or ITB, instructions to Bidders, the Bid form, other sample bidding and Contract forms, and the proposed Contract Documents including all Addenda issued prior to receipt of Bids.~~

~~10.2. **Board of Directors** or **Board** shall mean the governing board of CFD1~~

~~11. **Capital Project** means a facility construction or modification project approved by the CFD1 Board as part of the Capital Improvement Plan.~~

~~12. **Change Order** means a written change to the Contract signed by the contractor, CFD1 and, where applicable, the consultant, issued after execution of the Contract, authorizing a change in the work or an adjustment in the Contract amount or the Contract time.~~

~~13. **Contract** means a valid and enforceable agreement containing four basic elements: (1) agreement resulting from an offer and acceptance, (2) consideration or obligation, (3) competent parties, and (4) a lawful purpose.~~

~~14.3. **Contract Documents** consist of the owner-contractor agreement, the conditions of the contract (general, supplementary, and other conditions), all drawings, written specifications, and all Addenda issued prior to and all modifications issued after execution of the Contract and as otherwise established in the Contract and/or CFD1 solicitation.~~

~~15. **Contractor** shall mean any person or entity who furnishes materials, equipment or supplies to, or who performs any service for, the CFD1.~~

~~16.4. **Department Head** shall mean the individual responsible for budget and purchasing authority for a station or program.~~

~~17.5. **Division Head** shall mean the Deputy Chief or Administrative Chief responsible for many cost centers under his/her division.~~

~~18.6. **Emergency Purchase** is defined in ORS 279A.010(1)(f), and means purchasing under circumstances that could not have been reasonably foreseen and that create~~

a substantial risk of loss, damage, interruption of services, or threat to the public safety that requires prompt action to remedy the situation.

- ~~19. **Evaluating a Bid** means the process of examining a Bid after opening to determine the Bidder's price(s), responsibility, responsiveness to requirements, and other characteristics of the Bid related to the selection of the Bid.~~
- ~~20.7. **Fire District** shall mean Clackamas County Fire District #1 (CFD1).~~
- ~~21. **Formal Bid** means a Bid that must be forwarded in a sealed envelope and in conformance with a prescribed format, to be opened at a specified time.~~
- ~~22. **Informal Bid** means an unsealed competitive offer conveyed by letter, telephone, e-mail or fax, or other means.~~
- ~~23. **Invitation for Bids** means a request, verbal or written, that is made to prospective suppliers requesting the submission of a Bid for commodities or services.~~
- ~~24.8. **Local Contract Review Board (LCRB)** means the Board of Directors for CFD1 as described under ORS 279A.060 by Board Resolution.~~
- ~~— **Lowest Responsible Bidder** means the Bidder whose Bid is in compliance with the specifications in all material respects and whose Bid in unit price, total cost of operation, or value per dollar is lower than any of the other Bidders, and whose reputation, past performance, and business and financial capabilities are such that they are judged by the appropriate authority to be capable of satisfying the CFD1 needs for the specific Contract.~~
- 25.9. **Munis** refers to the Fire Districts enterprise resource planning software system. This system integrates accounting, purchasing and service order functions.
- 26.10. **Performance Bond** means a form of security executed subsequent to award by a successful Bidder that guarantees the proper execution of the Contract and the payment of debts to persons furnishing services or materials because of the Contract work. The bond is provided by the contractor prior to Contract execution.
- ~~27. **Personal Services (Professional Services)** means services provided by an individual, firm, or corporate entity when no CFD1 job classification exists for the work that is to be performed or when the Human Resource Division has determined that another type of appointment is not practical. Architectural, engineering, physician supervisors, financial, accounting, and legal contracts will be considered separately from standard personal services contracts in accordance with ORS 279A.055 and Public Contracting Rules.~~

~~28.~~ **11. Purchase Order** shall mean the form constituting written authorization to a vendor to furnish the CFD1 with materials, equipment, supplies, or services of the kinds and in the amounts specified.

~~29.~~ **Responsible Bidder** means a Bidder whose reputation, past performance, and business and financial capabilities are such that the Bidder is judged to be capable of satisfying the CFD1 needs for a specific Contract.

~~30.~~ **Responsive Bidder** means a Bidder whose Bid does not materially vary from the specifications and terms set out in the Invitation for Bids.

12. Requisition is the first step of the purchasing process, and constitutes an initial order for goods, services, inventory items, and internal services.

13. Specifications mean any description of the physical, technical, or functional characteristics or of the nature of a commodity, service, or construction item. It may include a description of any requirement such as inspecting, testing, or preparing a commodity, service, or construction item for delivery. It may also include provisions that govern various aspects of the relation of parties under the Contract.

14. Workflow refers to the automated authorization process in Munis, by which a requisition or invoice is routed to the approval authorities noted in this policy. Once all required authorizations are obtained, the document is deemed complete.

~~31.~~ —

APPROVED: Fire Chief Fred Charlton

DRAFT

Clackamas Fire District #1

Purchasing Policy

Revised 4/16/2018

CLACKAMAS FIRE DISTRICT #1
STANDARD OPERATING PROCEDURE
PURCHASING POLICY AND PROCEDURES

APPROVED: 03/01/2018

SUBJECT: PURCHASING POLICIES AND PROCEDURES

PURPOSE: To establish a uniform method of procurement and purchasing management procedures consistent with District policy and public contracting rules, Oregon Revised Statutes, and Oregon Administrative Rules, to the extent applicable.

POLICY: Clackamas Fire District #1 ("District" or "CFD1") will provide a standardized system of purchasing management within the guidelines provided by the District's Purchasing Policy and Procedures and Public Contracting Rules, Oregon Revised Statutes ("ORS"), and Oregon Administrative Rules ("OAR"), to the extent applicable.

Pursuant to ORS 279A.065(5), the District has opted out of the AGs Model rules, and adopted its own Public Contracting Rules. The District's public contracting rules reflect and incorporate the Oregon Public Contracting Code, Revised Statutes, Chapters 279A, 279B, and 279C. Where appropriate, in accordance with Local Contract Review Board (LCRB) Resolution #13-01, the LCRB has made all required findings and approvals necessary to authorize the adoption of the following purchasing policies.

I. GENERAL POLICY.

- A.** The District will follow the Public Contracting Rules adopted by the Board for its purchasing policy and procedures, unless otherwise stated in this Standard Operating Procedure (SOP). These rules explain all the requirements needed to solicit a goods and services, public improvements contracts, and personal services. Personnel authorized to perform purchasing for CFD1 will do so within the policies and laws cited in this SOP.
- B.** All contracts will be awarded by competitive process, except as otherwise allowed by the District's public contracting rules, state statutes, OARs, the guidelines of this SOP, LCRB resolutions, and/or as authorized by Board policy.
- C.** Purchases and contracts that are not subject to competitive solicitation requirements, including extended personal services contracts or those entered into by direct appointment, and that are within budgeted parameters may be executed without further approval by the Board. These items include, but are not limited to employee insurance, including workers' compensation, medical, dental, or life; taxes and PERS payments; investment purchases as authorized by Board policy or other adopted investment policies; payments on personal services contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity; and property and liability insurance purchases.
- D.** The District is tax exempt as a political subdivision or instrumentality of government under Internal Revenue Code Section 115.

II. AUTHORITY AND RESPONSIBILITY.

- A.** Board of Directors: Prior to execution, the Board of Directors must approve all purchases or contracts that exceed \$50,000 except in cases of emergency and certain contract extensions.

Signature: Executive staff is authorized to sign all contract documents for the Board of Directors, unless otherwise stated on the contract. The Finance Director and Deputy Chiefs are authorized to sign contracts for the Board (under delegated amounts) established through this SOP.

- B.** Fire Chief or designee: The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee to approve purchases or contracts that are subject to competitive solicitation requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.
- C.** Deputy and Division Chiefs: The Deputy and Division Chiefs are authorized to approve purchases or contracts, provided such contracts do not exceed \$15,000 and are within budget parameters.

- D. Finance Director:** The Finance Director is authorized to approve purchases or contracts, provided such contracts do not exceed \$15,000 and are within budget parameters. This authorization is not replaced by a Deputy or Division Chief authorization, but is required in addition.
- E. Budget/Department Head:** Budget control begins with the individual responsible for a cost center within the overall District budget. A cost center includes stations and programs such as wellness, volunteers, fire prevention, training, and individual fire stations. A full list of the current cost centers may be found in Budget Documents on the Fire Districts internal D1Net. The budget responsibility for the cost center lies with the individual program manager, station captain, or battalion chief or deputy chief assigned to the program or station. For the purposes of this policy, this individual will be known as the Department Head, and is responsible for exercising general supervision and control over his or her budget. The Department Head is authorized to approve purchases or contracts, provided such purchases do not exceed \$5,000 and are within budget parameters.

Delegation of authority: Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the cost center.

- F. Employee:** Employees must have been granted authority to purchase for the District by their Department Head or as delegated under the Purchase Card SOP or Petty Cash procedures. Each employee is responsible for knowing their individual purchase authority.
- G. Completed authorization:** Vendor purchases are authorized when a Munis requisition has been approved, except as allowed by the Purchasing Card SOP or emergency procedures described herein.

III. PURCHASING GUIDELINES. To maintain consistency, all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

- A. Budget Authorization** - No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Finance Director and Deputy or Division Chief for amounts up to \$15,000, and the Fire Chief if the unbudgeted purchase exceeds \$15,000. The Fire Chief may require that certain Requisition Orders be authorized by him/her and or the Finance Director prior to sending the requests to the Logistics Department. Such authorization does not allow District funds to be expended or committed without following the prescribed procedures. No purchases will be made until approval has been established.

- B. Goods or Services and Trade Services** – “Unless a special procurement or exemption applies, when the total contract or purchase amount is estimated to be:
- a. Less than or equal to \$ 5,000: Requires authorization from the individual responsible for the cost center, or his/her delegate. No quotes are required, but obtaining three verbal quotes is recommended to ensure the best price and product.
 - b. Over \$5,000 but no more than \$15,000: Require review and approval from the individual responsible for the cost center, a Deputy or Division Chief, and the Finance Director. Three written quotes are required in conformance with the procedures set forth in District Rule 137-047-0270 and ORS 279B.070.
 - c. Greater than \$15,000 but no more than \$50,000: Require the authorization, approval, and/or review from the individual responsible for the cost center, the Finance Director, a Deputy or Division Chief, and the Fire Chief. Three written quotes are required.
 - d. Greater than \$50,000: Require authorization and approval from the Fire Chief and the Board of Directors.
 - e. Purchases exceeding \$150,000: In addition to requirements above, these purchases will require a formal Invitation to Bid or Request for Proposals process. See Public Contracting Rule 137-047-0260 for further information.
- C. Personal Services** – Personal Services are defined at District Rule 137-046-0110(23) and (24) and are commonly also referred to as ‘independent contractor’, ‘professional services’ or ‘consulting services’. Personal Services contracts engage third party service providers who possesses professional knowledge or specialized skills required to perform the service. Examples include: doctor, financial advisor, attorney, auditor, mediator, real estate broker, trainer/speaker and lobbyist.
- a. In all cases, the District shall follow the rules and procedures in Public Contracting Rule E-17 (see Appendix A) unless governed by Public Contracting Rules, Division 48.
 - b. Employee vs. Independent Contractor Determination: Generally, an established vendor is an independent contractor. A compensated individual, like a sole proprietor, who works for the District providing personal services, may be considered an employee unless the individual is capable of meeting the requirements to be categorized as an independent contractor.

- c. District Employees as Independent Contractors: In very rare cases, a District employee may contract with the District as a vendor:
 - i. The employee must be classified as an independent contractor by Finance and Human Resources.
 - ii. The employee is required to execute a formal contract under the employee's business name, and the contract may only be awarded to the employee after an appropriate competitive solicitation process is performed.
 - iii. The employee must abide by the Code of Ethics and Conduct and Conflict of Interest SOPs.
- d. Unless a special procurement or exemption applies, when the total Personal Services contract is estimated to be:
 - i. No more than \$ 10,000: No quotes are required, however, obtaining three verbal quotes is recommended. Approval from the Fire Chief is required.
 - ii. Over 10,000 to \$50,000: Three written quotes are required per District Public Contracting Rule E-17. Approval from the Fire Chief is required.
 - iii. Over \$50,000: Three written quotes are required per District Public Contracting Rule E-17. Approval from the Board of Directors is required.

D. Public Improvement and Related Professional Services:

- a. Architectural, Engineering and Related Services refers to professional services that are required to be performed by an architect, engineer, transportation planner or land surveyor. Contracting for these services must be pursuant to the District Public Contracting Rules, Division 48 and associated Board Policy.
- b. Public Improvement Contract generally means a contract for construction, reconstruction or major renovation, as more specifically defined in ORS 279A.010(1)(cc). Contracting for such projects is governed by District Public Contracting Rules, ORS 279C, and applicable Board Policy.

E. Employee Reimbursement Requests:

- a. District employees will be reimbursed when prior approval has been given and the employee incurs personal expense for the purchase of goods, training or travel for the District.
 - i. Except for emergencies, employees are encouraged to use one of multiple methods for purchasing goods/services using Fire District funds. Use of personal funds for Fire District purchases should be very minimal, if at all.
 - ii. Employees seeking reimbursement should plan on a 2-week processing period before reimbursement is issued.
- b. To seek reimbursement, the employee should submit a Request for Check to a designated administrative contact for entry into Munis.
 - i. To seek reimbursement for training and travel use, the employee must include a signed Travel Authorization Form. This form must be completed prior to the event/travel.
 - ii. To seek reimbursement for mileage for non-overnight District travel, the employee must include supporting documentation tracking trips and miles driven.
- c. Except for expenses covered by authorized per diem rates, employees must submit receipts/invoices with reimbursement requests.
- d. Approval – the Department Head or authorized designee of the cost center being expensed should review and approve/disapprove the request through Munis Workflow. If the employee is a Director, the Deputy Chief, the Finance Director, or the Fire Chief or designee will approve the form.

TABLE 1 - EXPENDITURE AUTHORITY AND DOCUMENTATION REQUIREMENTS

Expenditures Levels	Written Quotes Required	Approval of Responsible Department Head	Approval of Finance Director	Approval of Division or Deputy Chief	Approval of Fire Chief or Designee	Approval of Board of Directors
Goods or Services and Trade Services						
Less than or equal to \$- 5,000	N	☉				
Over \$5,000 - \$ 15,000	Y	☉	☉	☉		
Over \$15,000 - 50,000	Y	☉	☉	☉	☉	
Over \$50,000	Y	☉	☉	☉	☉	☉
Over \$150,000	A formal solicitation process is required					
Personal Services						
Less than or equal to \$10,000	N	☉	☉	☉	☉	
Over \$10,000 – 50,000	Y	☉	☉	☉	☉	
Over \$50,000	Y	☉	☉	☉	☉	☉
	A formal solicitation process is required					
Reimbursement Requests (regardless of amount)						
Any employee reimbursement request	N	☉				
Reimbursement requests for Directors, Division Chiefs, Executive Officer, or Chief	N		☉	OR ☉	☉	
Travel Requests (regardless of amount)						
Out-of-state travel requests	N	☉	☉	☉	☉	
Local travel requests	N	☉				

IV. PURCHASING PROTOCOL

- A. Requisitions** - A Requisition Order must be generated for all materials and/or services to be purchased, unless another pre-approved method has been set up with Finance. A Requisition Order will initiate and authorize the order of an item or service, request an item from inventory, and “order” internal services from Fleet, IT, Facilities and others. The Requisition must be approved by the appropriate personnel through Munis Workflow as referenced in Table 1.
1. A Requisition will be entered into Munis for all purchases. Purchases of \$5,000 or more should have three written quotes attached in Munis prior to release through Workflow. Reference Table 1 for Quote and Documentation Requirements.
 2. To enter a Requisition for a purchase in Munis, you will need:
 - a. The vendor’s name, address, phone number
 - b. Cost Center and account number to be charged (i.e. 101650 – 7110 for Finance professional services)
 - c. Description of material or service, or what needs to be ordered
 - d. Quantity and price per item
 - e. Total Cost, including shipping (if an exact amount is not yet known, enter the best estimate available)
 - f. The date the materials are required should be entered in the “Notes” or “General Notes” section in Munis Requisition Entry.
 - g. Any required written quotes scanned and attached in Munis.
 - i. If quotes are required but the requestor was unable to obtain three written quotes, include a note with the reason in the “Notes” or “General Notes” section in Munis Requisition Entry, i.e. the item is sole-source or available through a cooperative purchasing agreement.
 - ii. If the order has been previously bid out by another government entity with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted on the “Notes” or “General Notes” section in Munis Requisition Entry.
 - h. Upon receipt of a Requisition Order, the Logistics Department will obtain a source of supply, if the requesting department has not

already done so. This is done by selection of options that will give the best price, proper quality, and service.

3. All purchases shall be routed electronically through Munis Workflow for approval with appropriate documentation. Reference Table 1 for appropriate approval authority.
4. Once completed, the requisition is forwarded to the Logistics Department for conversion to:
 - a. Purchase Order – Requisitions will be converted to a purchase order if the purchase is periodic or infrequent (i.e. SCBA replacement); incident or event-based (i.e. mechanical failure or purchase of firefighting equipment); or required by a vendor to complete an order. Also use this process to order inventory items that will be “received” by Logistics.
 - b. Contract – Contracts function as a blanket purchase order, an agreement for future purchases, for purposes of tracking future renewal, and for services requiring a bid. Requisitions will be converted to a Contract if the purchase is an ongoing cost (i.e. monthly lease payments, bulk fuel purchases, dispatch services); requires progress payments (i.e. construction projects or software implementation); or has agreed upon pricing (i.e. per copy costs on printers, insurance).
 - c. Work Order – Requisitions will be converted to a work order if related to an internal repair or service requiring the purchase of items (i.e. a ticket is submitted to repair a broken transmission, requiring the purchase of the transmission).
 - d. Pick Ticket – Requisitions will be converted to a work order if the item has already been purchased and is in Logistics inventory. Logistics will pull the item from inventory and send to the requestor.

Completed Requisition Orders will be routed to the Logistics Department for order processing upon completion of approvals through Workflow.

- B. Request for Check** – The Request for Check process may be used for employee reimbursements, travel advances, mileage, conference registrations, tuition reimbursements and other reimbursements or advance payments as authorized by the Finance Department. See Section III.E above for further details.
- C. Purchasing Cards** - The District uses the purchasing card program for small items, one-time and occasional vendors, travel and certain types of recurring purchases in order to improve the efficiency and cost-effectiveness of the

ordering process. This program will be periodically updated as needed by the Finance Department. Purchasing cards are not to be used as a method to circumvent the purchasing policy but simply as a method of payment. The policy and process for purchasing card use and reporting requirements is defined in the Purchasing Card SOP found under the Finance Section of the SOP reference on the D1Net.

V. PETTY CASH / CARD PURCHASES

- A.** To improve efficiency and availability, the Fire District may use petty cash funds or purchasing cards for material purchases of \$50 or less. Such expenses will be refunded to the employee upon presentation of a properly documented, authorized request for payment to a petty cash custodian. This documentation must include the original receipt, proper account code, approval by an authorized individual or designee, and any other pertinent back-up documentation.
- B.** Staffed fire stations and certain departments will be issued purchasing cards for use in lieu of cash.
- a. These cards will have a \$200 maximum limit.
 - b. Staff may check cards out from the petty cash custodian for use on qualifying purchases.
 - c. The Fire District's SOP on Purchasing Cards applies to use of these cards as well.
 - d. Petty cash purchasing cards will be reconciled by each petty cash custodian monthly in the same timing and manner as other purchasing cards. See the SOP on Purchasing Cards for further information.
2. Administration will retain \$400 in petty cash funds and the Boring fire station will retain \$200 in petty cash funds. Employees seeking a cash reimbursement may present documentation and authorization at Administration or Boring for immediate reimbursement.
 3. Petty cash funds will be reconciled by each petty cash custodian, submitted to the Finance Department, and replenished on an as needed basis, but at least quarterly.
- C.** The petty cash account should be used for casual purchases only when:
1. There is immediate need for the item, which is not obtainable through the Logistics Department;

2. The employee does not have a purchasing card or the vendor will not take a purchasing card;
3. The purchase is under \$50.

VI. INSPECTION AND RECEIVING

- A. It is the responsibility of the Logistics Department to check materials against the purchase order for conformance to quality, quantity, and specifications.
- B. When materials and services are received, the following procedures will be observed:
 1. Deliveries should not be accepted without obtaining some form of delivery ticket or packing list. Every vendor must obtain a signature for their records, but personnel should make certain that he/she leaves a copy for District records. Exceptions to this are UPS and Federal Express, when District personnel can obtain needed information via the vendor Web site.
 2. When personnel receive goods, they must not sign collect freight bills, but should instead notify the delivery service that the freight bills must be prepaid, and advise the Department/Division Head.
 3. Personnel must examine the container at the point of delivery and make a notation on the packing/delivery slip and/or carrier freight bill for each dent or tear, no matter how minor the damage.
 4. The delivery slip must be verified to see that it agrees with the materials and services received.
 5. The delivery slip should be compared with the purchase order and any price adjustments, shipping costs, etc., made directly on the receiving purchase order.
 6. If there is a discrepancy with the order (i.e., overage or shortage), the vendor and/or delivery driver should be contacted to determine resolution.
 7. The verified items should be entered into the Munis system. If the personnel does not enter (or is not responsible for entering) the items into the accounting system, they must forward to the Logistics Department the receiving purchase order, along with the words "Okay to receive in accounting system" written on it.
 8. If the purchase order is received in its entirety (complete), the original receiving purchase order shall be marked as "Received", and the packing/delivery slip scanned and attached in Munis. Once this is complete, it constitutes authorization for **final** payment.

9. If the order is not complete:
 - a. The items received should be recorded on the receiving purchase order.
 - b. The packing/delivery slips and invoice (if available) should be scanned and attached to the purchase order in Munis as authorization for partial payment.
 - c. The verified items should be entered into the inventory system. If the receiving party does not enter (or is not responsible for entering) the items into the inventory system, a copy of the receiving purchase order should be forwarded to the Logistics Department as stated in (8) above.
 - d. When final delivery is made and the purchase order is complete, the remaining packing/delivery slips should be scanned and attached in Munis as stated in (8) above.
10. The receiving purchase order will be filed alphabetically by vendor, along with the paid invoice and copy of voucher/check in the Finance Department's current fiscal year vendor files.

VII. PAYMENT OF INVOICES

- A. All invoices from vendors shall be mailed directly to the Finance Department for payment.
 1. All invoices should be submitted by postal mail to:

Clackamas Fire District #1
Attn: Accounts Payable
11300 SE Fuller Rd
Milwaukie, OR 97222

Or via email to:

accountspayableinbox@clackamasfire.com
 2. If the originating department/division receives the invoice directly, they will immediately:
 - a. Forward a scanned copy of the invoice to Accounts Payable via the email address
 - b. Hand deliver the original invoice to Accounts Payable
 - c. Send the invoice to Accounts Payable through interoffice mail

3. Vendors will be encouraged to send invoices directly to the Finance Department address or to the Accounts Payable email address.
 4. Vendors will also be encouraged to indicate the related Purchase Order or Requisition number on each invoice.
 5. The Finance Department will process all invoices for payment purposes. Vendor statements cannot be used for payment purposes.
- B.** Most goods will be received through Logistics and entered into Munis as 'Received' by Logistics. For services and goods not received through Logistics, personnel receiving the goods or services must notify Logistics or Accounts Payable in writing of satisfactory receipt of the purchase before an invoice can be paid.
- Note: One item requiring special clarification is the "F.O.B. shipping point." In those cases, freight charges will be prepaid and shown as a separate item on the invoice. In no case will the District receive freight on a collector COD basis, unless those arrangements have been pre-approved by the Logistics Manager.
- C.** Payments to vendors are generally issued weekly on Thursday. Payment requests must be submitted with all required documentation to the Accounts Payable office no later than 4:30pm on Tuesday to be included in that week's check run. See the SOP titled "Accounts Payable Check Request Deadline and Process" for further details.

VIII. EMERGENCY PURCHASES

1. Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the situation."
- B.** When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.
- C.** In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:
1. The Board of Directors by resolution, or
 2. The Fire Chief or the Fire Chief's designee by written order in the event prompt action is necessary to protect the public health or safety following

such an emergency, and when it is not practical to convene a meeting of the Board of Directors. (ORS 294. 481)

- D.** The Fire Chief or the Fire Chief's designee shall have authority to approve and execute contracts in any amount without approval of the Board: provided, however, that the Fire Chief or the Fire Chief's designee shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.
- E.** The Fire Chief or designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- F.** Emergency contracts may be awarded as follows:
 - 1. Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080, the District's Public Contracting Rules, and Section VII herein.
 - 2. Public Improvements. Emergency contracts for public improvements may be awarded according to the process set forth in the Public Contracting Rules.

IX. EXEMPTIONS FROM COMPETITIVE BIDDING ON CONTRACTS

- A.** The District's adopted public contracting exemptions are set forth in the Public Contracting Rules, attached as Appendix A. The LCRB may exempt certain additional contracts or classes of contracts for procurement of goods and services from competitive bidding according to the special procurement procedures described in ORS 279B.085.
- B.** The LCRB may exempt certain contracts or classes of contracts for public improvement from competitive solicitation requirements according to the procedures described in ORS 279C.335 and the Public Contracting Rules attached as Appendix A (Alternative Contracting Methods).

X. SOLE-SOURCE PURCHASES

Sole Source goods and service procurements will follow the procedures set forth in District Rule 137-047-0275. See Appendix A.

XI. INTERGOVERNMENTAL/COOPERATIVE PURCHASING

Intergovernmental and cooperative purchasing rules and guidelines are set forth at District Rule 137-046-0400 et seq, See Appendix A. Personnel should refer to these sections for the appropriate procedures.

The Logistics Department Manager or designee will have the authority to join other units of government in cooperative purchasing when it serves the best interest of the District. This is usually done by entering into intergovernmental agreements with other federal, state, and/or local governments for intergovernmental and cooperative purchasing as needed for the District's benefit.

XII. REQUEST FOR PROPOSALS ("RFP")

An RFP process may be desirable for the procurement of certain goods and services, or public improvement projects. These circumstances usually arise when considerations beyond the price of the product, service, or work are important to the District. When this occurs, it is the District's responsibility to identify the criteria, associated weights, specifications and other requirements that would satisfy the District's needs. Contact the Finance Director for assistance with this method of procurement.

- A. In making an award using the request for proposal process for goods and services, the District shall follow the procedures laid out in District Rule 137-047-0260 and other applicable Division 47 rules. See Appendix A. The evaluation process(s) to be used shall be stated in the RFPs. Contact Finance Director for assistance with RFP preparation.
- B. In utilizing an RFP for a public improvement contract, the District shall follow the procedures laid out in District Rule 137-049-0200, 137-049-0650, and other applicable Division 49 rules. See Appendix A.
- C. The District shall follow the procedures for public notices of solicitations as stated in the statutes and the District's Public Contracting Rules. District Public Contracting Rules relating to electronic publication shall apply. It is noted, however, that solicitations for public improvement contracts of \$125,000 or more must also be published in a trade journal of general statewide circulation.

XIII. PUBLIC IMPROVEMENTS CONTRACTS

The rules and guidelines for CFD1 public improvement contracts are set forth in the Public Contracting Rules, Appendix A.

XIV. ETHICS IN DISTRICT PURCHASING

With regard to the ethical topics listed below and with regard to any other ethical matter not listed herein, the District will follow its public contracting rules and ORS Chapters 244,

279A, 279B, and 279C. Employee conflict of interest apply under the following circumstances:

1. Employee disclosure requirements
2. Gratuities and kickbacks
3. Prohibition against contingent fees
4. Restrictions on employment of present and former employees
5. Use of confidential information

XV. PUBLIC ACCESS TO PURCHASING INFORMATION

Purchasing information will be public records to the extent provided in ORS Chapters 279A, 279B, and 279C, Public Contracting Rules, and ORS Chapter 192.

Fees for purchasing information will be collected in accordance with the fee structure outlined in the District SOP for Rules for Responding to Public Record Requests.

XVI. FAILURE TO FOLLOW PURCHASING POLICY

Employees who do not follow the District's purchasing policy will have their supervisor notified. If problems persist, the supervisor will work with the District's Human Resources Department for resolution of the situation.

XVII. SURPLUS PROPERTY

The District will follow the procedures set forth in the District SOP titled 'Disposal of Equipment and Scrap Items' and in Rule E-16 of the Public Contracting Rules, Appendix A.

XVIII. DEFINITIONS AND ABBREVIATIONS

Whenever the following words are used in this Purchasing Policy or referenced documents, the intent and meaning shall be interpreted pursuant to the definitions set forth in the Oregon Public Contracting Code and the District's Public Contracting Rules, attached as Appendix A. In the case of conflict between the following definitions and state law and the District's Rules, state law and the District's Rules will prevail. To the extent these terms are undefined by state law and the District's Rules, the following terms mean:

1. **Approval** means the process of authorizing an action prior to its execution.
2. **Board of Directors** or **Board** shall mean the governing board of CFD1

3. **Contract Documents** consist of the owner-contractor agreement, the conditions of the contract (general, supplementary, and other conditions), all drawings, written specifications, and all Addenda issued prior to and all modifications issued after execution of the Contract and as otherwise established in the Contract and/or CFD1 solicitation.
4. **Department Head** shall mean the individual responsible for budget and purchasing authority for a station or program.
5. **Division Head** shall mean the Deputy Chief or Administrative Chief responsible for many cost centers under his/her division.
6. **Emergency Purchase is defined in ORS 279A.010(1)(f), and** means purchasing under circumstances that could not have been reasonably foreseen and that create a substantial risk of loss, damage, interruption of services, or threat to the public safety that requires prompt action to remedy the situation.
7. **Fire District** shall mean Clackamas County Fire District #1 (CFD1).
8. **Local Contract Review Board (LCRB)** means the Board of Directors for CFD1 as described by Board Resolution.
9. **Munis** refers to the Fire Districts enterprise resource planning software system. This system integrates accounting, purchasing and service order functions.
10. **Performance Bond** means a form of security executed subsequent to award by a successful Bidder that guarantees the proper execution of the Contract and the payment of debts to persons furnishing services or materials because of the Contract work. The bond is provided by the contractor prior to Contract execution.
11. **Purchase Order** shall mean the form constituting written authorization to a vendor to furnish the CFD1 with materials, equipment, supplies, or services of the kinds and in the amounts specified.
12. **Requisition** is the first step of the purchasing process, and constitutes an initial order for goods, services, inventory items, and internal services.
13. **Specifications** mean any description of the physical, technical, or functional characteristics or of the nature of a commodity, service, or construction item. It may include a description of any requirement such as inspecting, testing, or preparing a commodity, service, or construction item for delivery. It may also include provisions that govern various aspects of the relation of parties under the Contract.

14. **Workflow** refers to the automated authorization process in Munis, by which a requisition or invoice is routed to the approval authorities noted in this policy. Once all required authorizations are obtained, the document is deemed complete.

APPROVED: Fire Chief Fred Charlton

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Deputy Chief Doug Whiteley

Re: Business Services Division Monthly Report – March 2018

- Continued bargaining with Local 1159.
- Began bargaining with Battalion Chief work group.
- Attended the monthly Fire Defense Board meeting at CCOM.
- Met with the Energy Trust of Oregon for the new Administration Building.
- Met with the academy training staff to discuss current and future firefighter academies.
- Attended a meeting with staff and the City of Oregon City staff regarding the Hilltop Station 16 construction.
- Attended the active shooter drill put on by our Training Division.
- Met with several probationary Lieutenants to review position expectations.
- Attended the firefighter academy graduation at the Training Center.
- Prepared for the April Civil Service meeting.
- Developed and facilitated the Division Chief test.
- Attended the two retirement celebrations for Clackamas Fire staff.
- Continued working on the 2019 fiscal budget.
- Attended a meeting with SDAO and TVF&R regarding concerns with urban renewal.
- Attended the Oregon City State of the City Forum.
- Worked on and attended the Clackamas Emergency Services Foundation Dinner/Auction.
- Prepared meeting packets and attended the Clackamas Emergency Services Foundation meeting.
- Helped coordinate the Joint Board Work Session with Estacada Fire District #69.

Respectfully submitted,

Deputy Chief Doug Whiteley

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Data Systems Manager Shelby Hopkins

Re: Data Management Monthly Report – March 2018

Munis:

- Finalized contract groundwork and budget preparation for Munis Human Capital Management Software for HR/Payroll.
- Transitioned Munis user IDs from employee number to employee name for more efficient data processing.

FireRMS/ePCR (Zoll):

- Identified export tool needed to transfer data from TriTech Inform CAD to EF Recovery for data import into FireRMS and ePCR.
- Staff assisted in manual entry of incident data into FireRMS for line personnel.

Data:

- Due to complications with the CAD implementation and data transfer into FireRMS, the March reports will be provided at next month's board meeting.
- Attended SOC and Community Risk Assessment webinar in preparation for accreditation.
- Finalized setup of Cost Recovery program in FireRMS with EF Recovery and My Fire Rules.

Pre-Plans/Mapping:

- Continued work on pre-plan updates.

Workforce TeleStaff:

- Successfully upgraded to Workforce TeleStaff 6.4.
- Delivered TeleStaff roles and responsibilities and FAQs document to the organization.
- Established connection from TeleStaff to FireRMS for daily crew roster.

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Assistant Fire Marshal Brian Stewart

Re: Fire Prevention Division Monthly Report – March 2018

Engineering Fire Prevention staff reviewed 56 buildings and land use projects in the month of March 2018. In addition, 5 tenant remodel inspections were conducted, as well as 7 new construction inspections.

Enforcement A total of 456 inspections were carried out in the month of March 2018. These include fire and life safety inspections, special inspections completed by the Fire Prevention staff, and the business inspections completed by the fire companies.

Public Education Fire Prevention staff and companies conducted or participated in a number of community activities:

Mar 1	FMO	Hands Only CPR - Gardiner Middle School
Mar 2	FMO & Vol	Good Shepherd Community Church's Annual Sportsmen's Banquet
Mar 2	Station 1	Read Across America - Lot Whitcomb Elementary
Mar 5	Station 6	Station Tour and Safety Talk - Safe & Smart Badge - Cub Scout Pack 32
Mar 6	FMO / Station 7	Fire Safety Presentation - Verne Duncan Elementary - all kindergarten
Mar 7	FMO	Presentation for Recruit Academy
Mar 8	FMO / Station 18	Summit Learning Charter Career Fair
Mar 8	FMO	Oregon Impact Luncheon
Mar 13	FMO	Hands Only CPR - Gardiner Middle School
Mar 14	FMO / Station 17	OCSLA Career & Trades Fair
Mar 15	FMO / Station 2	Head Start Emergency Preparedness Family Night - King Road
Mar 15	FMO / Station 3	Head Start Emergency Preparedness Family Night - River Road
Mar 16	FMO	Hands Only CPR - Rock Creek Middle School
Mar 17	Station 4	Blount International - Annual Children's Easter Egg Hunt & Party
Mar 19	Station 9	Head Start Preschool Field Trip
Mar 22	Station 2	Sweet Pea Preschool Field Trip
Mar 23	FMO	Hands Only CPR - Rock Creek Middle School
Mar 24	FMO	Smoke Alarm Campaign
Mar 31	Station 15	Rivercrest Community Easter Egg Hunt

Note: The following are areas of interest on specific topics or items that have received additional staff time beyond what is noted above.

FMO

- Fire Prevention & Safety grant application submitted. Requested \$25,000 for facilitated community risk assessment.
- Fire prevention personnel presented classes to the recruit academy on fire investigation, fire alarms and suppression systems, public education, and code compliance/inspections.
- DFM McGladrey and Mark Horst worked on tablet implementation. FMO training scheduled for April 25.
- DFM Olson and DFM McGladrey prepared for the April 10th inspector testing process.
- DFM Shanklin attended the OFMA Conference in Bend.
- DFM Shanklin and Pub Ed Specialist Owen presented juveniles misusing fires class

AFM Stewart

- Served as panelist for Medical Services Chief interviews
- Attended standard of cover webinar with Shelby Hopkins and Ariel Roberts
- Attended Excellence Conference
- Prepared for accreditation site visit to Sioux Falls, SD (anticipated April 29 – May 3)
- Attended FMO recruit academy presentations

False Fire and Medical Alarm Response and Structure Fire Cause of Ignition Graphs

- Due to complications with the CAD implementation and data transfer into FireRMS, the March reports for False Fire and Medical Alarm Responses, and 2018 Structure Fire Cause of Ignition will be provided in next month's board packet.

Respectfully Submitted,
Assistant Fire Marshal Brian Stewart

2018 Inspections January - March

Assigned To	Actions	Scheduled	# Done	% Done
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	1478	333	22.53%
	2 YEAR PREVENTION OFFICE	771	276	35.80%
	HAZ MAT INSPECTION	31	2	6.45%
	ANNUAL SELF INSPECTION	95	21	22.11%
	APARTMENT PROGRAM 1 YEAR	377	107	28.38%
	4 YEAR PREVENTION OFFICE	119	61	51.26%
Division, Fire Marshal Office	Grand Total	2871	800	27.86%
Station, Station 1	COMPANY 2 YEAR INSPECTION	10	6	60.00%
	COMPANY 4 YEAR INSPECTION	35	1	2.86%
	Lock Box	21	3	14.29%
	TARGET HAZARD WALK THRU	13	1	7.69%
Station, Station 1	Total	79	11	13.92%
Station, Station 10	COMPANY 2 YEAR INSPECTION	6	0	0.00%
	Lock Box	7	0	0.00%
	TARGET HAZARD WALK THRU	6	0	0.00%
Station, Station 10	Total	19	0	0.00%
Station, Station 11	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	3	0	0.00%
Station, Station 11	Total	8	0	0.00%
Station, Station 14	Lock Box	4	0	0.00%
	TARGET HAZARD WALK THRU	19	0	0.00%
Station, Station 14	Total	23	0	0.00%
Station, Station 15	COMPANY 2 YEAR INSPECTION	33	7	21.21%
	COMPANY 4 YEAR INSPECTION	3	1	33.33%
	Lock Box	8	2	25.00%
	TARGET HAZARD WALK THRU	10	0	0.00%
Station, Station 15	Total	54	10	18.52%
Station, Station 16	COMPANY 2 YEAR INSPECTION	65	22	33.85%
	COMPANY 4 YEAR INSPECTION	6	0	0.00%
	Lock Box	4	1	25.00%
	TARGET HAZARD WALK THRU	12	4	33.33%
Station, Station 16	Total	87	27	31.03%
Station, Station 17	COMPANY 2 YEAR INSPECTION	43	8	18.60%
	COMPANY 4 YEAR INSPECTION	2	2	100.00%
	Lock Box	3	0	0.00%
	TARGET HAZARD WALK THRU	6	0	0.00%
Station, Station 17	Total	54	10	18.52%
Station, Station 18	TARGET HAZARD WALK THRU	4	0	0.00%
Station, Station 18	Total	4	0	0.00%

Station, Station 2	COMPANY 2 YEAR INSPECTION	24	1	4.17%
	COMPANY 4 YEAR INSPECTION	36	6	16.67%
	Lock Box	13	0	0.00%
	TARGET HAZARD WALK THRU	12	0	0.00%
Station, Station 2	Total	85	7	8.24%
Station, Station 3	COMPANY 2 YEAR INSPECTION	64	7	10.94%
	COMPANY 4 YEAR INSPECTION	35	2	5.71%
	Lock Box	9	0	0.00%
	TARGET HAZARD WALK THRU	18	0	0.00%
Station, Station 3	Total	126	9	7.14%
Station, Station 4	COMPANY 2 YEAR INSPECTION	8	4	50.00%
	COMPANY 4 YEAR INSPECTION	46	10	21.74%
	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	14	0	0.00%
Station, Station 4	Total	73	14	19.18%
Station, Station 5	COMPANY 2 YEAR INSPECTION	48	0	0.00%
	COMPANY 4 YEAR INSPECTION	2	0	0.00%
	Lock Box	2	2	100.00%
	TARGET HAZARD WALK THRU	2	0	0.00%
Station, Station 5	Total	54	2	3.70%
Station, Station 6	COMPANY 2 YEAR INSPECTION	19	10	52.63%
	Lock Box	4	0	0.00%
	TARGET HAZARD WALK THRU	4	0	0.00%
Station, Station 6	Total	27	10	37.04%
Station, Station 7	COMPANY 2 YEAR INSPECTION	20	5	25.00%
	COMPANY 4 YEAR INSPECTION	2	0	0.00%
	Lock Box	5	1	20.00%
	TARGET HAZARD WALK THRU	2	1	50.00%
Station, Station 7	Total	29	7	24.14%
Station, Station 8	COMPANY 2 YEAR INSPECTION	64	7	10.94%
	COMPANY 4 YEAR INSPECTION	13	5	38.46%
	Lock Box	16	3	18.75%
	TARGET HAZARD WALK THRU	15	0	0.00%
Station, Station 8	Total	108	15	13.89%
Station, Station 9	COMPANY 2 YEAR INSPECTION	4	3	75.00%
	COMPANY 4 YEAR INSPECTION	1	0	0.00%
	Lock Box	9	5	55.56%
	TARGET HAZARD WALK THRU	7	3	42.86%
Station, Station 9	Total	21	11	52.38%
Grand Total		851	133	15.63%

2018 Special Inspections March

Assigned To	Actions	# Done
Division, Fire Marshal Office	ENFORCEMENT ASSIST	1
	FIREWORKS	5
	FIRST REINSPECT	34
	NEW CONSTRUCTION INSPECTION	7
	OPEN BURNING	6
	PLAN REVIEW	56
	SECOND REINSPECT	1
	SPECIAL INSPECTION	10
	TENANT IMPROVEMENT	5
Division, Fire Marshal Office	Total	125
Grand Total		125

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Emergency Manager Gregg Ramirez

Re: Emergency Management Monthly Report – March 2018

- Attended the Local Emergency Planning Committee (LEPC) 101 course conducted by the State Fire Marshal's Office.
- Attended Regional Emergency Manager Technical Working Group meeting. The Bissel group presented their work on the regional CERT project.
- Attended the Las Vegas shooting after action review.
- Attended the Clackamas Spill Committee meeting.
- Attended Homeland Security Task Force meeting.
- Attended the Public Health and Emergency Preparedness conference at the City of Milwaukie. The conference discussed how emergency response will change in the future as a result of climate change.
- Attended the "kickoff" meeting of the Clackamas HazMat Rail Planning Committee.
- Completed the 2 day Advanced Planning Concepts course.
- Completed the 2 day Crisis and Emergency Risk Communication course.
- Participated in Student Mentorship program at Rex Putnam High School.
- Participated in the MSEL development for the Clackamas County sponsored Cascadia Receding exercise (June 6, 2018). I will act as the white cell lead for the exercise. The Fire District will not participate. Our annual exercise will take place in September 2018.
- Met with Sunnyside Kaiser Permanente Hospital's Emergency Manager regarding the planning of the May 20 Active Shooter exercise. The Fire District will participate in this functional exercise.
- Work on going:
 - Station security project in the final stages.

Respectfully submitted,

Gregg Ramirez

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief Assistant Fire Marshal Brian Stewart

Re: Safety Division Monthly Report – March 2018

- Safety Committee – reviewed and made recommendations on recent workplace injuries and exposures.
- BC Stewart attended Oregon Safety and Health Section meeting.
- BC Stewart and Wellness Manager Goodrich met with new SAIF representative.
- Selected PGI BarriAire Complete Coverage particulate protection hood for firefighting. Will be issued to new recruits and stocked by logistics in new fiscal year or when existing stock is depleted (whichever comes first).

Respectfully Submitted,

Battalion Chief Assistant Fire Marshal Brian Stewart

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Human Resources Manager Trish Noble

Re: Human Resources Division Monthly Report – March 2018

- Implemented the version 6 upgrade of Workforce TeleStaff.
- Completed large archiving project for Boring Fire Dept. documents.
- Updated the District Emergency Contact spreadsheet.
- Created new employee files/forms and sending related documentation to staff.
- Updated employee files with certifications, change of address, assignment changes, etc.
- Completed Kelly Day staffing project for DC Hari.
- Completed roster moves and alphabetical lists for roster changes on April 3.
- Updated the Master Step Increase and Promotion spreadsheet.
- Met with Training to review Division Chief scoring.
- Completed the TeleStaff quarterly callboard reset.
- Continued troubleshooting for TeleStaff.
- LBG Advisors
 - LBG continues to make monthly calls to all stations to offer help with any insurance issues they may have
 - Kris and I are currently working on three individual Insurance claims
 - Ambulance billing is still in process. Karl is discussing the possible trading services between AMR and ourselves
- Retiree Health Trust
 - We transferred our “Corporate account” over to a “Trust account.” This created a different account number to be generated
- Benefits
 - The 4th Quarter Performance Report was presented by HYAS

- Met with our rep from our Healthcare Bluebook to set up an employer account so that we could look at the member usage on a monthly basis
- Continue to work with Retirees on their invoices and to try to help them the best I can. Finance is working with Munis to see if they can create a template statement that will show the retiree's payments to eliminate confusion as to where they stand each month
- Wrap up wage and benefits packages from exempt and non-exempt group requests
- New hire background screening
- New hire HR orientation
- Survey results presented in "Meeting the Mission" webinar
- Assemble Civil Service packets
- Worker's Comp claims and return to work
- Begin transition of college course and district tuition requests to HR

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Information Technology Director Oscar Hicks

Re: Information Technology Division Monthly Report – March 2018

Initiated

- MS SharePoint integration
- ITS Optimization Survey (defining business requirements)

In Progress/On-going

- EMail Archive update
- Enterprise Information Security (InfoSec) Management
- MS Windows 10 migration
- MS Office 2016 migration
- AVIDS testing/deployment
- SE 130th Street Facilities network upgrade
- Continue to work time allowed to get MDCs/Apparatus setup for new CAD rollout – Still need equipment based on funds available
- Working on getting the appropriate information/CAD data to EF Recovery for interface configuration of Inform CAD “Problems with getting TriTech Engineer Involved”
- Evaluating, improving virtual services platform

Completed

- Final phase of preparing for the new Inform CAD Mobile system Completed
- VMware Training (Virtual Infrastructure)
- Bandwidth testing for video conferencing
- Budget preparation
- Eagle Creek Station 18 network update
- Kronos Workforce TeleStaff Upgrade
- New copiers are now at all locations

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Deputy Chief Ryan Hari

Re: Emergency Services Division Monthly Report – March, 2018

- Continued work on the fleet maintenance center project, interior framing completed, mechanical, electrical, and plumbing, concrete, and drywall under way.
- Continued work on the Station 16 and 19 construction projects.
- Attended weekly Owner/Architect/Contractor meetings for all construction projects.
- Participated in collective bargaining with Local 1159.
- Worked on the CAD changeover project, went live on March 13.
- Met with Clackamas County staff regarding EMS issues.
- Worked on FY19 budget.
- Chaired the monthly C-800 group meeting.
- Chaired the CCOM Member Board meeting.
- Met with Oregon City staff regarding Station 16 project.
- Attended the quarterly C800 Citizen Advisory Group meeting.
- Attended 18-01 academy graduation.
- Attended Fire Defense Board at CCOM.

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Division Monthly Report – March 2018

During the month of October, the following are some of the major items that fleet maintenance personnel addressed:

Engines

- 2-128 New E301- Warranty repairs as needed. Placed into service.
- 3-141 New E328- Complete write up list of repairs and prep for Training.
- 2-114 E310- Cradle Point and LED headlight upgrade
- 2-106 E324- Removed from service and used the old E304 as reserve for now until permanent replacement is available. We will try to sell the '99 ALF.

Trucks/ Heavy Rescue

- 2-365 HR305- Several warranty items addressed
- 2-206 T321- PM and write ups
- 2-207 T308- Several warranty items, PM and write ups

Staff Vehicles/ Medic

- 2-541- Took possession of new Ford Escape for Prevention and set it up for service.
- New Training F150 pick-ups arrived and are being prepped for in service.
- Several Prevention and staff cars in for regular PM and write ups

Other Items

- Fleet completed the Cradle Point install on all necessary apparatus and will add more as we go along for the new CAD.
- Fleet continues to perform a lot of IGA maintenance on and off site, which includes after hours call outs.
- Fleet Technicians attended training and certification classes in Brooks at OFAEMA during the week of Mar 5th.
- The new Fleet/Logistics Building project is taking a lot of time with several final RFI inquiries and changes as well as some minor fabrication needs. We help whenever we can. Progress photos are posted on the Fleet Share drive.

Respectfully submitted,

Fleet Director Bill Bischoff

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Manager DeAnn Cordes

Re: Logistics Division Monthly Report – March 2018

The following summary of work includes those activities completed within Logistics.

- Logistics filled and delivered 303 orders entered into Munis. This is up 19.76% from March of last year.
- Staff has continued to monitor, fix and assist with orders entered into Munis by administrative, career and volunteer staff. Most everyone is doing really well with the program. Those needing help are calling and staff is assisting them over the phone or in person.
- Filled and delivered 38 controlled medication orders; which is up 11.76% from March of last year. Logistics continues to perform deliveries on Tuesdays and Fridays or as needed. Foundation Assistance money was also delivered this month.
- Updated the emergency communications spreadsheet for our mobile and portable radios.
- Staff attended and represented Logistics at the Safety Committee meeting this month. Performed Facility Safety Inspections at stations 6, 7 and 9.
- Attended my third class for the Women in Leadership & Management Academy. This month's topic was on Making the Most of Workplace Differences.
- Followed up with new hires for recruit academy 18-02 on their sizes and ordered their items. As the gear arrives it is staged and then will be assembled for the new recruits to pick up mid-April (before the first day of the academy).
- Coordinated with the turnout vendor to size the volunteers receiving turnouts this fiscal year. Worked on putting together the list of career folks receiving replacement turnouts. The list includes gear dated 2007 and older.

Respectfully submitted,

Logistics Manager DeAnn Cordes

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: EMS Division Chief Bill Conway

Re: Emergency Medical Services Division Monthly Report – March 2018

The following summary of work includes those activities completed within the EMS Division. Additional reports are included from the Community Paramedic, EMS Training Officer, as well as the monthly community CPR report from Cascade.

- Attended Clackamas Fire EMS committee and EPIC meetings
- Met with representatives from Kaiser Sunnyside Medical Center regarding improving hospital/EMS relationship
- Two OHSU Ride Alongs
- Participated in Subject Matter Expert review for Division Chief testing process
- Attended Active Threat drill at Concord Elementary
- Met with TVFR regarding EMS issues.
- Attended Red Cross Heroes Breakfast in Vancouver
- Met with Health, Housing and Human Services regarding transport issues
- Attended Fire District Board of Directors regular meeting
- Participated in monthly case reviews
- Participated in Public Based EMS Committee phone in meeting
- Attended Recruit class 18-01 academy graduation
- Attended Royal Rosarians Newsmakers Dinner
- Met with Clackamas County EMS regarding transport performance
- Attended Multi-Agency Training

Respectfully submitted,

Bill Conway, Division Chief – EMS

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Community Paramedic AmyJo Cook

Re: Community Paramedic Monthly Report – March 2018

- Assist homeless person with General Assistance Fund's application.
- Assisted Adult protective Services with patient evaluation.
- Meeting with Health, Housing, and Human Services Director to discuss funding opportunities
- Assisted with Live Fire training for new recruits in container fire scenarios.
- Attended Housing relocation meeting for residential care building closure.
- Attended Tri County Opioid Summit Planning Group meeting.
- Attended Community Access to Care meeting.
- Facilitated multi agency outreach for displaced citizens of 303 High
- Met with Clackamas Women's Center Board member to discuss potential Board Position.
- Attended conference for telemedicine possibilities
- Assisted volunteer ride along opportunity
- Attended Clackamas Service Center's Resource Fair to assist homeless/vulnerable of the County

Respectfully submitted,

AmyJo Cook, Community Paramedic

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: EMS Training Officer Mike Verkest

Re: Emergency Medical Services Division Monthly Report – March 2018

- Hosted and Coordinated 2 weeks of large scale Rescue Task Force Training with Oregon City and Milwaukie Police at Concord Elementary.
- Participated in Regional Zone Management Workgroup at Legacy Meridian Park
- Participated in East Clackamas County EMS Association Meeting
- “Active Violent Event” FRP Update continues with BC Rooney, ATO Brown with lesson learned from RTF Drill
- Field Test with InnoVDrone looking at options for District Aircraft
- Attended the “Gathering of Eagles- State of the Science for EMS” Conference in Dallas, TX
- Participated in NFPA 3000 (Response to active shooter) National Webinar
- First week of MAT Concluded. Excellent feedback. Trauma Simulations
- Featured Speaker at State of Jefferson EMS Conference- Gave 3 talks
- Recorded 1 additional Active Violent Event Webinars including
- Filmed “Rescue Task Force” Battalion Drill with ATO Brown (Replaced Cancelled drill due to weather)
- Attended EMS and EPIC Committee.
- Attended the monthly and weekly Training Division Staff meetings
- Field Test of LUCAS 3 Mechanical CPR Device continues on M303.
- Recruit Firefighter Academy 18-01 Graduated 9/9
- Attended AMR Monthly Quality Assurance Meeting/Chart Review
- CFD1 Hosted the re-launch of Clackamas County Quality Assurance workgroup
- Produced 2 EMS Quickies
- Conducted Volunteer EMS Drill: 2- nights: Dr. Warden Case Reviews

Respectfully submitted,

Mike Verkest, EMS Training Officer

Student Enrollment and Course Evaluation Summary

Number of Classes Offered at Each Location								
Class Type	Mar-18							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			4					
HS FA, CPR & AED			2				1	
HS CPR & AED			2				1	
HS FA			2				1	
ACLS Renewal								
PALS Renewal								

Clackamas Fire Station Enrollment by Location								
Class Type	Mar-18							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			29	32				
HS FA, CPR & AED			19	11			2	
HS CPR & AED			6	3			4	
HS FA			4	1			4	
ACLS Renewal				22				
PALS Renewal				5				

Clackamas Fire Student Evaluation Summary -- March 2018					
	1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)
	1	2	3	4	5
Overall this course met my expectations:				10	132
The program was relative to my work and extended my knowledge:				16	126
Adequate supply of equipment that was clean and in good working order:			2	5	135
Method of presentation enhanced my learning experience:				12	130
Classroom environment was conducive to learning:				7	135
Instructor(s) provided adequate and helpful feedback:				5	137
Student's rating of the instructor's overall effectiveness:					
	Poor	Fair	Satisfactory	Good	Excellent
				6	136
Student would refer a friend/colleague to take the same course:					
				Yes	No
				142	



Cascade Healthcare Services, L.L.C. *Learn and Live*

**Clackamas Fire District #1
Community CPR and First Aid Programs
Student Enrollment and Course Evaluation Summary**

Comments from Clackamas Fire Student Evaluations --March 2018

Very well presented, timely, very helpful, good job!

Matt was great, personable & knowledgeable. Thanks!

Excellent presentation. Matt clearly believes in what he does. Go Dodgers!!!

Matt was nice and very helpful to have as an instructor for us. I would like him as an instructor again. Good job.

Patience & answered all questions.

Relevant, concise.

Matt is a great trainer, very knowledgeable and funny.

Very informative.

Thank you!

Great course, great teacher!

Great instructor!

Great course, learned more than I thought.

Loved the sense of humor!

Very informative, great presentation.

She was very enjoyable and clear with her teaching. She did a great job explaining and was patient and understanding to the individual student learning speed. Very engaging and thorough.

Well instructed, fun and related with viewers with great info.

Some videos were boring for me but the instructor made it interesting for me to focus long enough to capture the important points so not bad for me.

Clear instruction & feedback provided throughout class.

Wonderful class, Matt is a very effective teacher.

Great teacher/instructor. Thanks.

Very clear and made content easy to understand and the class enjoyable. Thank you!

Best instructor ever.

Thank you!

I liked that there was not a ton of story sharing and you set that expectation @ the beginning.

Great class with thorough explanations.

Great job instructing & fun class!

Thank you.

Well done overall. Would still like a 2 hour course-update, review, one testing run megacode, take exam at home/online.

Our instructor was fantastic! He gave up-to-date relevant information and was very clear about expectations.

Excellent! Thank you, great instructors.

Bubba & colleague were amazing. Great class!

Did not like the sim stuff- not a video game person.

Very efficient class, thank you!!

Our instructor was excellent!

Best course I've ever taken!

I have taken this course for 20 years and this was by far the very best. I was in an emergency situation last weekend - he helped me know what to do next time. Thank you!

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Training Chief Keith Smith

Re: Training Division Monthly Report – March 2018

In March we graduated Recruit Class 18-01 and are preparing for 18-02 starting the end of April. We delivered twelve, Down and Dirty Drills regarding Active Violent Events and Mass Casualty Incidents in March. We all learned a lot from watching the drills. We also developed a healthy relationship with our Oregon City and Milwaukie Police Departments. We saw some weaknesses that we will be addressing throughout the year as it regards to Mass Casualty Incidents.

I would like to thank ATO Brown, EMS TO Verkest, and Training Technician Austin Thiele for their hard work in planning and delivering these somber but very important drills. I also want to thank all the volunteers who came in groves to help us with our drill. Several organizations were represented in this event. ATO Brown has listed them.

Events and Meetings attended:

- Down and Dirty Drill (48 hrs)
- AVIDS Meeting (2 hrs)
- NAFTA Meeting (3 hrs)
- HR Testing Meeting (2 hrs)
- Sr. staff meetings (4 hrs)
- Ops Meeting (4 hrs)
- Training Staff Meetings (6 hrs)
- Schools and Conferences Management (5 hrs)
- HR Testing Management (8 hrs)
- Budget Meetings (6 hrs)

South Battalion Training Officer: Sean Brown

- Safety meeting: I was unable to make this meeting due to a conflict with hosting drill.
- Weekly Training Staff meetings: Every Wednesday morning I attend meetings with the Training Division staff and Wellness to coordinate calendars, hear important updates about district events or plan future class.
- AO Mentor: I met with AO Blake Meyer to introduce him to the AO Mentorship Program. I have added him as an AO Mentor and he will be starting to take on probationary AO. For

now, he will be shadowing AO Mark Kester to glean information about how he mentors and performs tests.

- Down and Dirty Drill: The first two weeks of March were dedicated to the Down and Dirty Drill. The drill was held at Concord Elementary and had two sessions per day. We had volunteers from our fire district, TIP, Mountain Wave, Silverton High School, and various others. The volunteers acted as victims of a school shooting which included using makeup to simulate wounds and acting. The crews assembled at Station 3 for active warm ups and a briefing. C-Com then dispatched the crews to the scenario where they met OCPD and MPD for information. Although the scenario was essentially the same, we saw several different ways of running the simulation. We also had positive news casts from Channels 12, 8, and 6 on the first two days of the drill. This drill identified areas that we need to improve and will help shape the FRP that is being developed. We will putting out an informational video next month that will wrap up the drill and give lessons learned.

North Battalion Training Officer: Ted Willard/ Scott Walker

- Career academy 18-01 graduated on March 21st. They are currently in the process of working their three “indoctrination” shifts. During these shifts the firefighters ride as the fourth (or fifth at station 1) firefighter on the apparatus and shadow that shifts assigned firefighter. These shifts give them an introduction to the culture and ways of doing business here at Clackamas Fire before they are turned loose and held to the responsibilities of the actual shift firefighter.
- I have been working with Lieutenant Scott Walker on transferring all projects and knowledge of my involvement in the training division over the past two years. Scott now oversees Lieutenant Probation and is the north battalion training officer.
- This is my last board report as the north battalion training officer. I've enjoyed my time in the training division but the time has come to go back to the line. I'll be at E319 C shift. Please stop by and say hi if you are in the neighborhood.
- Thank you for all that you do!

Hello All,

I started in the Training Division on March 26th. I am very excited to get started in the Training Division and be a part of a group that can have a positive impact on a fire service career.

My areas of responsibility are North Battalion training officer, Lieutenant Probations, and assistant academy coordinator.

Training others has always been something I have been involved in and enjoyed during my fire service career and this position in training is a wonderful opportunity to continue my love for fire service training.

Thank you,

Lieutenant Scott Walker

East Battalion/ Volunteer Training Officer: Mark Webster

- Station 14 clean up and archive
- annex development
- Station 14 prop development 2 built
- Munis education
- Target Solutions admin.
- volunteer drills
- AVIDS meetings
- Ami Frogner education

Academy Coordinators: Steve Sakauchi

- Met with Chief Whiteley to discuss academy forecasting and developing a sustainable system to meet district staffing goals
- Worked with AA Lauren Stevens on developing a sustainable academy planning/scheduling process that reduces prep time, captures all the necessary training requirements and allows flexibility for adjustments as new needs arise.
- FF18-01 Academy Graduation and Swearing- In Ceremony was held Wednesday March 21st. One of the recruit's parents surprised him with by traveling from the Midwest to be in attendance.
- Conducted Wins and Opportunities (Academy Debrief) with the FF18-01 Academy. Received good feedback on how to continue to improve our academy program
- Working to finalize the FF18-02 academy schedule and schedule instructors while continuing to facilitate training to the current academy
- Lt. Willard and I spent 6 hours meeting with each recruit to discuss progress during academy, strengths and areas of opportunities for growth
- Met with Wellness staff for approximately 1 hour to discuss academy physical fitness. Will set up a future meeting to further evaluate the overall level of physical activity during academy
- Provided operations with input on initial station assignments to for the recruits to help facilitate their overall success on probation. We factor in personalities, strengths and weakness when making the initial assignments to find the best match up
- Assisting with budget preparation and adjustments as allotted funds are determined
- Beginning work on a plan to expand the Academy Topic Cadres. With promotions, station, and apparatus type moves we need to add more depth to our cadres. I've reached out to some cadre leads to identify and develop their successors
- Beginning to document procedural stuff regarding academy in a common folder accessible by anyone in training. This is part of an overall goal to capture historical record things that have been accomplished in the past year and a half. The purpose is to prepare whoever will

replace me in future or allow them to have a framework to build from instead of trying to duplicate work. We have been gathering curriculum/lesson plans as well to ensure consistency

- I want to recognize and thank BC Smith for his unwavering passion, support, encouragement and leadership within the Training Division. A true servant leader, who places the needs of his people above his own.

Respectfully Submitted,

Training Chief Keith Smith

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health and Wellness Manager Heather Goodrich

Re: Wellness Division Monthly Report – March 2018

The following summary of work includes those activities completed by Clackamas Fire Wellness Staff:

- Annual Clackamas Volunteer pre-physical testing. (52 people)
- Annual Canby Fire career and volunteer pre-physical testing and lipid testing. (8 people total)
- Annual OSHA required hearing conservation training for Clackamas Volunteer firefighters. (51 people)
- Annual OSHA required hearing conservation training for Canby firefighters. (8 people)
- Coordinated new hire drug screens for administrative staff new hires. (1 person)
- Coordinated DOT annual physicals for Facilities Staff (1 person)
- Immunizations were provided to Clackamas volunteers and staff. (6 people)
- Provided post blood borne pathogen blood draws. (1 person)
- Coordinated annual NFPA 1582 physicals for 11 Clackamas career firefighters.
- Coordinated annual NFPA 1582 physicals for 8 Canby firefighters.
- Coordinated baseline NFPA 1582 physicals, chest x-rays, treadmills and drug screens for baseline candidate Canby firefighters (1 person)
- “Firefighters, Testosterone and Vitamin D” presentation onsite for 23 career firefighter crews.
- “Nutrition 80/20” presentation to City of Happy Valley employees. (20 participants)
- Hip Neutral” practical demonstration and presentation onsite for career firefighter recruits. (9 people)
- Post-Academy Fitness Testing for Clackamas Career Recruits. (9 people)
- Submaximal treadmill tests for Clackamas Career Firefighters. (2 people)
- Coordinated morning workouts for Career Firefighter Recruits.
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Six injury reports were submitted with two of the six turning into a workers’ compensation claims.
- Performed an ergonomic assessment for administrative staff. (1 person)
- Met with Chief Stewart and our SAIF Senior Safety Management Consultant.
- Provided requested health information and consultations to 7 firefighters and staff.
- Provided requested information about our program to Portland Fire and Estacada Fire via email.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Attended the monthly Safety Committee Meeting and Health Insurance Committee Meeting.
- Attended the weekly Senior Staff meetings.

Respectfully submitted,
Health and Wellness Manager Heather Goodrich



Clackamas Fire District #1

Wellness Update

March 2018

Issue 211

Health Question of the Month

Q: What is white whole wheat, and is it as nutritious as regular whole wheat?

A: “Regular” whole wheat is red wheat, the most commonly grown type of wheat in the U.S. White wheat is simply a different variety of wheat that is much lighter in color than red wheat; it also has a different flavor and texture. Both are good sources of fiber and contain magnesium, phosphorus, manganese, and vitamins B1 and B3.

Wellness News

- Volunteer Occupational Health will take place this month. For those that sign up for night time pre-physicals, there will be morning lipid testing available. Physicals will be offered in April and May.
- Aches or pain? Athletic Trainer, Jennifer Adams, can be reached at 503-706-4041.



In this issue

IAFF Behavioral Health Center **P.1**

Diet Causing 300K Annual Deaths **P.2**

All Types of Exercise Prevent Depression **P.3**

Exercise of the Month: Half-Kneeling OH Press **P.3**

Recipe: Chicken Pesto Potato w/ Red Pepper **P.4**

Firefighters Exposed to Carcinogens Through Skin

Immediate decontamination at fire scene might help reduce harms of contact with hazardous chemicals, study suggests.

Firefighters face many known hazards on the job, but one area that hasn't been well researched is how their skin's exposure to hazardous chemicals might increase their risk of cancer. Now researchers have measured how much firefighters' exposure to carcinogens and other harmful compounds increases when fighting fires.

Based on a study of 30,000 firefighters in three cities, the U.S. National Institute for Occupational Safety and Health reported in 2013 that firefighters had higher rates of several kinds of cancer than the general population. The burning of wood, plastics, furniture, electronics and other building materials releases hazardous substances, including polycyclic aromatic hydrocarbons (PAHs), into the air. Exposure to PAHs is of particular concern as the compounds can cause DNA mutations and are known carcinogens. But few studies have investigated firefighters' on-the-job exposure to PAHs and other combustion emissions.

The researchers collected samples of urine and wiped the skin and clothing of more than two dozen firefighters in Ottawa before and after they responded to fires in 2015 and 2016. The findings showed:

- On average, the levels of PAH metabolites in urine were about three to five times higher after a fire than before a fire.
- The increase was associated with an average 4.3 times higher risk of DNA mutations.

“There's a relationship between firefighters' urinary PAH metabolite levels and the levels of PAHs on their skin, which leads us to suspect that dermal contact may be an important route of exposure,” says Jennifer Keir, an author on the study.

The researchers conclude that skin decontamination immediately after fighting a fire could be one way to help reduce firefighters' exposure to these potentially cancer-causing compounds.



Source: Environmental Science & Technology, Oct. 18, 2017

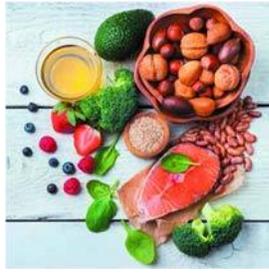
Sugar, By Any Other Name, Is Still Sugar

Added sugars come in many forms. Check labels for the terms below—if no sugars are listed in the ingredient list, this means that any sugar the product contains is in the food itself, not added to it.

- Agave syrup
- Beet sugar
- Date sugar
- Dehydrated cane juice
- Demerara sugar
- Dextrose
- Brown sugar
- Glucose
- Fructose
- Fruit juice concentrate
- High-fructose corn syrup
- Honey
- Invert sugar
- Lactose
- Malt syrup
- Malted barley extract
- Maltose
- Maple syrup
- Maltodextrin
- Molasses
- Raw sugar
- Sorghum syrup
- Sucrose
- Turbinado sugar

*Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs.

Ingredients: Dextrose, fructose, honey, invert sugar, raw sugar, malt syrup, rice syrup, sucrose, xylose, molasses, corn sweetener, fruit juice concentrate, high-fructose corn syrup, brown sugar, corn syrup, glucose, lactose, maltose, sucrose, evaporated cane juice, agave nectar, cane crystals, cane sugar, crystalline fructose, barley malt, beet sugar, caramel.



March is National Nutrition Month: Diet is Causing 300,000+ Annual Cardiovascular & Diabetes Deaths

We're often told to eat better to ward off risk of disease and dying early. In that effort, knowing which eating habits to focus on could be helpful. Findings from a new study in *JAMA* show the large potential impact of 10 dietary factors, (picture below), on Americans' risk of dying from heart disease, stroke or type 2 diabetes. These three conditions encompass the term cardiometabolic disease.

"Our findings showed that increased intake of certain foods and not enough of others was associated with nearly half of all deaths in the US due to heart disease, stroke and diabetes. That amounts to about 320,000 deaths a year, which equals nearly 1,000 deaths each day." says Renata Micha, PhD, RD, lead author of the *JAMA* study.

"While our findings are sobering, there is a major silver lining," says Dariush Mozaffarian, MD, DrPH. "The mortality burden was not only due to excess harmful foods, but also too few healthy foods. This is a positive message: "Increase the good."

Diet Link:

"To reduce risk of premature death from cardiometabolic disease, our data suggest Americans need to eat more fruits, vegetables, nuts, seeds, whole grains, vegetable oils and omega-3-rich fish," Micha says. "At the same time, people need to cut back on salt, processed meats and sugar-sweetened drinks."

Certain dietary factors were associated with more deaths from some diseases than others. The most deaths from heart disease were associated with low intake of nuts/seeds and seafood omega-3 fats, and high intake of processed meats, sugar-sweetened beverages and sodium. The most deaths from stroke were associated with low fruit and vegetable intake and high sodium intake. And, the most deaths from type 2 diabetes were associated with low intake of whole grains and high intake of processed meats and sugar-sweetened beverages.

The analysis also showed that cardiometabolic deaths associated with certain eating habits (including sugar-sweetened beverages, nuts/seeds and polyunsaturated fats) declined during the study time period, while they increased for others (particularly sodium). That's because people improved some eating habits over time.

Solid Evidence:

To estimate how many cardiometabolic deaths in the US could be due to poor dietary habits, the researchers developed a method that used the best available national data on eating habits and disease deaths, in addition to updated evidence for how diet influences cardiometabolic disease, while controlling for other risk factors. The 10 dietary factors they looked at were deemed to have strong evidence for a cause-effect role in cardiometabolic disease. So, although the study findings can't prove causality, their basis is well-established.

Data on Americans' eating habits were from National Health and Nutrition Examination Surveys in 1999–2002, involving 8,104 adults, and again in 2009–2012, involving 8,516 adults. Data on Americans' disease-specific deaths were from the National Center for Health Statistics.

Moving Forward:

What can you do? "Compare your eating habits to the dietary factors assessed in the study and decide where you could do better," Mozaffarian says. "For example, could you eat omega-3-rich fish, such as salmon or trout, more often? Or, could you eat nuts or seeds instead of chips? Make small changes over time until your eating pattern is a closer match to the major food priorities identified in our analysis." *Source: JAMA, March 2017*

DIET LINKED TO MORTALITY

Dietary Factors Associated with Increased Mortality	% of Annual CMD Deaths*
Poor diet, 10 factors combined	45.4
1. High in sodium	9.5
2. Low in nuts/seeds	8.5
3. High in processed meat	8.2
4. Low in seafood omega-3 fat	7.8
5. Low in vegetables	7.6
6. Low in fruits	7.5
7. High in sugar-sweetened drinks	7.4
8. Low in whole grains	5.9
9. Low in polyunsaturated fat	2.3
10. High in unprocessed red meat	0.4

*CMD = cardiometabolic disease (heart disease, stroke, type 2 diabetes). Percents based on 702,308 CMD deaths in 2012 in US; 318,656 were related to the 10 diet factors.

All Types of Exercise Prevent Depression

Regular exercise of any intensity for as little as 1 hour per week can prevent depression in people of all ages and genders, according to findings by an international research team. The study monitored exercise levels and symptoms of anxiety and depression in 33,908 Norwegian adults for more than 11 years.



“We’ve known for some time that exercise plays a role in treating symptoms of depression, but this is the first time we’ve been able to quantify the preventative potential of physical activity in terms of reducing future levels of depression,” said lead study author Samuel Harvey, PhD.

The study’s purpose was to examine whether exercise provides protection against new-onset depression and anxiety and, if it does, to determine the intensity and amount of exercise required. Researchers also sought to understand underlying mechanisms for any association between mental health benefits and exercise.

Data analysis of population-based surveys of healthy participants showed a relationship between exercise and depression. People who at baseline reported doing no exercise had a 44% higher chance of developing depression compared with those who exercised 1–2 hours a week. Interestingly, the association did not hold true for those with anxiety.

“We are still trying to determine exactly why exercise can have this protective effect,” said Harvey. “But we believe it is from the combined impact of the various physical and social benefits of physical activity.”

“The study means that we can be much more confident about informing the public of the benefit of even a modest amount of physical exercise in helping to prevent clinical depression,” said Josephine Anderson, associate professor and clinical director. “One hour a week of physical exercise is likely to be doable.”

Source: American Journal of Psychiatry (2017; doi:10.1176/appi.ajp.2017.16111223).

A Big New Look at Coffee and Health

A large “umbrella” review of 218 studies on coffee and health found that people who drink 3 to 4 cups a day are at lower risk of a range of diseases and conditions, says a study in *The BMJ*. The umbrella review combined the results of 218 meta-analyses, each of which combined the findings from multiple studies. These “studies of studies” included 17 with randomized clinical trials, which compared to observational studies—produce stronger evidence that coffee may directly reduce the risk of certain diseases.

The umbrella review found that coffee drinking is associated with lower risk of cancer and cardiovascular disease or death from any cause. That’s consistent with two large observational studies published in August 2017 in the *Annals of Internal Medicine*. The latest review identified some potential harms associated with drinking 3 to 4 cups a day, namely small increased risks for low birth weight, premature birth and miscarriage, as well as a slightly higher risk of fracture in women.

Collectively, research has shown that coffee consumption is “more likely to benefit health than harm.” But to establish coffee as effective for preventing diseases, more clinical trials are needed.

Source: Tufts Nutrition Letter, Feb 2018

Exercise of the Month

HALF-KNEELING OVERHEAD PRESS

Incorporating the half-kneeling position into exercises can pose an extra challenge and improve core stability. Lowering the body’s center of mass allows you to move through your hips and shoulders with less compensation and unnecessary motion through the pelvis and lumbar spine.

- Grasp dumbbell in one hand and get into a lunge position. Lower your back knee to the floor. (You may want a towel or mat under it for comfort.)
- Hold dumbbell at shoulder level and press it overhead without twisting or bending to either side. Repeat 10x on each side.





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Athletic Trainer

Jennifer Adams
Cell: 503-706-4041
jennifer.adams@clackamasfire.com

Recipe of the Month: Chicken Pesto Potato with Red Pepper

INGREDIENTS:

- 4 skinless, boneless chicken breasts
- 1 1/2 tsp olive oil
- 1 tsp seasoning—garlic & herb, or lemon pepper
- 4-5 cups lightly cooked potato pieces, (about 3 long potatoes, with skin, cut into 1-inch pieces and microwaved until just tender)
- 1/4 tsp crushed red pepper (optional)
- 1/2 cup low-sodium chicken broth
- 4 TB prepared pesto
- 1/2 cup red bell pepper, chopped



PREPARATION:

1. Start heating a large, nonstick frying pan over medium-high heat. Coat the outside of the chicken breasts with olive oil and add to the hot frying pan. Sprinkle seasoning over the chicken. When the bottom is nicely browned (about 2 minutes), flip the chicken breasts over to brown the other side (about 2 minutes).
2. Add the lightly cooked potato pieces to the bottom of a slow cooker. Pour in low-sodium chicken broth. Spread pesto evenly over the top, and sprinkle chopped red pepper over the top. Gently toss the mixture. Lay browned chicken breasts over the top of the potato mixture. Cover and cook on high for about 3 hours or low for about 6 hours.

Nutrition Facts:

Servings: 4
 Calories: 390
 Total Fat : 10g (2g saturated)
 Cholesterol: 76mg
 Protein: 32g
 Carbohydrate: 42g
 Fiber: 4g
 Sodium: 287mg

Source: www.webmd.com

DID YOU KNOW?

It's almost that time of year again. No, not Spring Break. Girl Scout cookies are back! Thin mints are the most popular cookie, accounting for 25% of all sales. Next in popularity come Samoas, followed by Tagalongs. A serving of Thin Mints (4 cookies) contains 160 calories and 7g fat; Samoas (2 cookies) 140 calories, 8g fat; and Tagalongs (2 cookies) 140 calories and 5g fat.

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Division Monthly Report – March 2018

The following summary of work includes those activities completed within the Operations Division.

- Meetings Attended:
 - Staff Meetings
 - Monthly OPS
 - Board Meeting
 - Weekly Fleet/Logistics building updates
 - Station 16/19 building updates
 - AVIDS programing meeting
 - Bargaining
 - CCOM Fire Users
 - Budget development

- March 5, New CAD run card update. Was at CCOM on multiple other days to work on CAD issues.
- March 13, Attended Active Threat Drill at Concord Elementary.
- March 14, Elected 2nd Vice Chair of CCOM users group
- March 15, Attended Active Threat Drill at Concord Elementary.
- March 20, Interviewed potential interim CCOM Director with Don Krupp
- March 21, Proctored Division Chief's test
- March 21, Attended Academy 18-01 graduation
- March 27, work on Station alerting issues with the new CAD system

North Battalion A Shift

Battalion Chief Jason Ellison

- Significant Incidents
 - March 11 - Commercial Fire at Lake Crest Apartments BC 302, BC303, Engine 301, 304, 303, 393, HR305, T308 and T302. BC 302 arrived first with smoke showing from the second story. All companies were in rescue mode. The fire was under control and whole building searched 11min after dispatch. Crews performed very well.

- March 17 - Responded to a car over an embankment with T302. Major damage to the car and minor to the driver. Minor extraction needed.
- March 22 - House fire at 70th and Overland. BC302, E301, 304, 306, HR305, Medic 301 and T302. All crew performed well and had the fire out in less than 15min of tap out.
- March 29 - Major gas leak on 150th in Happy Valley - BC302, E319 and T308
- March 29 - Semi MVA on I205 - BC302, E304, HR305, OSP, and ODOT. Heavy damage and shut down I205 for several hours.
- March 29 - Shooting at the Town Center - BC302 and HR305 handled a single gunshot victim
- Projects
 - March 2 - Class lead for the Command Officer Boot Camp Firemanship conference
 - March 5 - Attended the academy and assisted with Midterm evaluation
 - March 8 - Attended the Active Shooter Drill and IC for the AM drill
 - March 14 - Attended safety committee. IC for the afternoon active shooter drill.
 - March 19 - Attended trench rescue drill. Assisted at the academy in the afternoon
 - March 22 - Hazmat meeting

Respectfully submitted,
Battalion Chief Jason Ellison

North Battalion – B Shift
Battalion Chief Scott Carmony

- Large Incidents
 - March 13 – Assist with fire at Hale’s Restaurant, 17502 SE McLoughlin Blvd. Fire held to one alarm and no injuries.
- Significant Program/Facility/Project Achievements
 - Conducted Talking Tactics Webinar to the Fire District on Structure Fires
 - Working with Hose and Nozzle Committee to improve highrise firefighting techniques and tactics through hose and appliance deployment.
 - Assist with amending and improving Highrise Firefighting Protocol.
 - Worked to ensure the Hose and Ladder testing contract was signed with National Hose Testing and scheduled the testing for late June, early July.
 - Secured alternate site for Hose and Ladder testing at the Safeway Distribution Center, off Hwy 212.

North Battalion – C Shift
Battalion Chief David Scheirman

- Large Incidents
 - None
- Significant Program/Facility/Project Achievements
 - Worked on High Rise FRP update
 - Active violent event drill at Concord Elementary.
 - Monthly OPS and Board meeting attendance

- Oregon City Easter Egg hunt at River view park- at 1000 E315 sounded the air horn to start the hunt. Approximately 500 children and parents gathered all the eggs in about 90 seconds. E315 gave tours of the engine and gave out stickers.

East Battalion – A Shift
Battalion Chief Brian Burke

- March Events
 - March 5 – Chief Charlton Ride-along. Visited multiple stations
 - March 6 – Teach new recruits fire behavior and live fire fighting
 - March 14 – MCI drill in Oak Grove
 - March 14 – Staff the Emergency Operations Center (EOC) at CCOM during initial launch of new CAD program
 - March 14 – Staff the Fire Help Desk phone for Clackamas County fire users
 - March 21 – CCOM dispatcher ride-along BC301

East Battalion – B Shift
Battalion Chief Brian Rooney

- Significant Incidents
 - Water Rescue at Estacada Lake - This was a night operation with Estacada Fire and the Water Rescue Consortium.
- Projects/Events/Meetings
 - Attended Senior Staff meeting
 - Attended Monthly Operations Meeting
 - Meetings and mentoring with Estacada crews
 - FRP, SOP, PLL work
- Training
 - Assisted with the development of monthly Down and Dirty drill- This was a multi company Active Shooter drill. The drill focused on several aspects of MCI scene management including the MCI system, FRP review, ICS, trauma management and expectation from law enforcement.
 - Multi Agency Training (MAT) EMS case reviews and trauma management
 - Munis Training
 - CAD and MDC implementation training
 - Wellness
 - Multi-Company hose drill and apartment preplanning with E307 and E319
 - Probationary Officer and AO mentoring

Respectfully Submitted,
 Battalion Chief Rooney

East Battalion – C Shift

Battalion Chief John Hopkins

South Battalion – A Shift

Battalion Chief Ken Horn

- **March Events**

- March 9 – Barn Fire – 19940 S Fischers Mill Rd. 02:12hrs: Crews responded to a reported barn fire with animals possibly trapped. Crews arrived to find a 30' X 50" barn fully involved and collapsed with no exposures. E311 arrived, established command, addressed water supply and initiated fire attack. BC303 arrived and assumed command. Most of the contents in the barn were destroyed and two goats were found deceased. Units dispatched E311, WT311, E361, WT361, WT330, WT310, E309, T316, HR305, BC302, E313, and BC303. Units on scene working: E311, WT310, E313, and BC303.
- March 23 – Motor Vehicle Crash at 11th and JQ Adams St, OC: Crews responded to a reported vehicle crash, car entangled in power wires. Upon arrival crews found a car elevated on a guy-wire with wires and two transformers entangled with the car. One occupant trapped inside. Crews instructed the uninjured driver to remain in the vehicle until PGE could disconnect the power. Once accomplished, a ladder was placed next to the vehicle and the driver was able to exit the car. Crews on scene E315, T316, HR305, AMR and BC303
- Attended active shooter down and dirty drill.
- Target Solutions training.
- Reviewing accreditation documents for a site visit to the Yuma, Arizona fire department.

Respectfully submitted,
Battalion Chief Ken Horn

South Battalion – B Shift

Battalion Chief Jonathon Scheirman

- **March Events**

- Conducted multiple Probationary AO and FF practical evaluations.
- Attended multiple Active Shooter drills at Concord Elementary.
- Hosted a ride-a-long for a new C-Com dispatcher.
- Monthly tactical scenarios for Probationary Lieutenants.
- Attended the graduation of Probationary class 18-01
- March 3 - Commercial Fire at Oak Grove Fred Meyer. An unknown subject started a fire on a shelf of bedding inside the store while it was occupied by shoppers. Store employees were able to control the fire with extinguishers, but due to the smoke the store was closed for about an hour. An inspector was called to investigate the fire along with CCSO.
- March 10 - Commercial Fire at 505 Main Street, Oregon City. The manager of the 505 Tavern noticed a smell of smoke in the business and called 911.

E315 found fire in an exterior wall at the front of the business. The fire was quickly brought under control by crews with limited extension. Several cigarette butts were found at the base of the wall where the fire started.

- March 13 - Commercial Fire at Hale's Restaurant on McLoughlin in Jennings Lodge. The early morning fire started in the kitchen of the restaurant and extended into the attic. The restaurant sustain significant damage to the kitchen. It was unoccupied at the time of the fire. An investigator was called to determine the cause of the fire.

Respectfully,

Battalion Chief Jonathan Scheirman

South Battalion – C Shift

Battalion Chief Oscar Ramos

• March Events

- Assisted Operations and other BCs throughout the month with scenarios and examples for the new CAD system
- Attended Senior staff meetings
- Met with Training Division staff to formulate budget related plans for next fiscal year for Special Operations training
- Attended two Active Shooter drills with crews and Training Staff
- Worked through TeleStaff issue with staff
- Met new probationary personnel prior to their first line duty
- Met with Operation's Chief and HazMat Captain to discuss HazMat training and scheduling
- Attended monthly Operational Meeting and passed on necessary items to south battalion crews.
- Attended District board meeting
- Enjoyed attending Dan Zirbel's retirement celebration

Respectfully submitted,

Division Chief Mike Corless

Clackamas Fire District #1



Please Note:

Due to technical difficulties after the implementation of the new CAD system, the response data for March will be included with the April data in the May board packet.

Emergency Services

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Volunteer Services Chief Steve Deters

Re: Volunteer Services Division Monthly Report – March 2018

The following report is a breakdown of Volunteer activity in training and scheduled public events.

Fire Training:

Drills in the month of March focused on:

- 3/3 – all hands on deck (Saturday Drill)
- 3/7 – PTSD class
- 3/8 – Task Book Sign Offs
- 3/14 – Commercial Fire Ops
- 3/14 – Water Tender Drill
- 3/15 - Commercial Fire Ops
- 3/28 – March Madness
- 3/29 –March Madness

EMS Training:

March EMS Training drills focused on:

- 3/21 – Case Reviews
- 3/22 – Case Reviews

In March the Volunteer group participated in the following Events/Meetings:

- 3/2/18 - Good Shepherd Sportsman Dinner
- 3/6/18 - 2018 - Pre - Physicals 7:30 AM 10:00 AM Wellness Offices
- 3/7/18 - 2018 - Pre - Physicals 7:30 AM 10:00 AM Wellness Offices
- 3/8/18 - 2018 - Pre - Physicals 6:00 AM 10:00 AM Wellness Offices
- 3/10/18 - 7th Annual Dinner and Auction Fundraiser
- 3/12/18 - 2018 - Pre - Physicals 6:30 AM 8:30 AM Wellness Offices
- 3/15/18 - 2018 - Pre - Physicals 4:00 PM 7:00 PM Wellness Offices
- 3/19/18 - 2018 - Pre - Physicals 6:30 AM 8:30 AM Wellness Offices
- 3/21/18 - 2018 - Pre - Physicals 7:30 AM 10:00 AM Wellness Offices
- 3/24/18 - Vol Recruit - Proctor for Written Test

Recruitment:

Recruit Academy 18-01 – written test completed – Panel Interviews April 7.

Explorers:

Focusing on fire ground operations

Public-Relations:

None reported.

Station Coverage:

The following is a breakdown per station that had a Duty Shift.

Stn.12 – 11/31

Stn.13 – 23/31

Stn.18 – 27/31

Rehab/Water Tender Group – 27/31

Personnel Changes:

WT Operator – Chuck Miller-Resigned

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Facility Maintenance Manager Scott Vallance

Re: Facility Maintenance Division Monthly Report – March 2018

The Facilities Division has been very busy with station repair requests in the month of March. In addition to these, here is a list of some of the other projects that were done or in process:

- Continuing to get revised concrete bids for St.'s 8,9,15
- Had oven hood inspections completed at St's 1,3,4,5,10,11
- Brycen was able to strip and wax floors at St.'s 14 and part of 18
- Began the HVAC service annuals
- Finalized the contract documents for the ETO upgrade for LED lighting at Stations 1, 3, 4, 5, 6, and 7. This will complete the conversion for the balance of the District building except for the existing Fleet building and the TC.
 - The conversion will begin in early April

Clackamas Fire District #1

Financial Services Summary

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Date: April 16, 2018

Re: Finance Division Report

Below are a few highlights of activities in Financial Services for the month of March 2018.

- Budget Process – Director Day continued to work with Chiefs and managers to develop the FY2018-19 Budget, including developing year-end estimates, updating the long-range financial forecast, and revising internal budget proposals. Executive staff continues to review and refine budget requests with the financial future of the Fire District in mind.
- Finance staffing – Dave Peterson started on Tuesday, March 20, 2018 as a Senior Accountant. He has been training on Accounts Receivable and Accounts Payable functions to relieve some of the burden on other staff, and will be training on Payroll processing when the implementation process for Munis begins.
- Banking – The process is underway to issue all stations a petty ‘cash’ Mastercard to expedite the reimbursement process and reduce the need to handle cash. Finance staff will be working with Captain Carlsen to develop procedures and provide training to station Captains and Department Heads. Additionally, staff will begin exploring options to eliminate the lockbox process as well. On March 16, Chief Charlton and Director Day met with Key Bank representatives to discuss options for funding construction of the new Administration building. Director Day will be seeking information from other lenders for comparison as well.
- Accounts Payable – Accounts Payable staff continue working on process improvement changes, including updating and combining utility accounts to reduce the number of invoices for processing, setting up auto-pay accounts for utilities using a purchase card when feasible, and working with vendors to centralize invoice delivery. Additionally, Director Day has updated the Purchasing Policy to include the Munis-related changes and provide guidance on the new processing methods. Staff will continue to review the process and make changes as feasible. During the month of February, Accounts Payable processed 335 invoices and prepared 285 disbursement checks, which is down slightly from average due to cross-training with the new employee.

- Training – Finance Director Day attended the annual Oregon Department of Revenue Local Budget Law training in March. Additionally, Senior Accountant Le and Director Day attended the Oregon Government Finance Officers Association conference in Sunriver, Oregon for updates on industry changes and training on additional topics.

FINANCIAL REPORT – Period ending June 30, 2018 (FY2017-18)

General Fund 10

As of March 31, Fiscal Year 2017-18 is 75.0% complete and staff continues to monitor spending carefully.

Following is a summary of financial activity through March 31, 2018:

Revenues: The General Fund has received \$48,635,972 in property tax revenues, of which \$461,305 is from prior year's taxes and remainder is current. These funds were transferred to the Local Government Investment Pool by the Treasurer's Office. The Fire District has also recognized revenues of \$912,845 in conflagration reimbursements, which include all of the Oregon deployments. Additional revenues from contracts, interest, and other sources total another \$2,085,497.

Expenditures: The General Fund has expended funds in the following categories on a year-to-date benchmark of 75.0%:

Category:	% of Budget Used
Salaries	79.4%
Benefits	66.3%
Materials & Services	74.7%
Capital Outlay	41.0%

Please keep in mind that these expenditures include more than \$1 million expended in conflagration events which will ultimately be reimbursed to the Fire District.

Regarding Materials & Services, one-time purchases are included in this total for the year-to-date, which can skew the trending over the upcoming year. For instance, software license agreements are paid upfront for the whole year, causing the percent expended to appear artificially high.

Equipment Reserve Fund 20

Total expenditures in this fund equal \$301,756 with another \$178,952 encumbered through March 2018. Purchases include a Kubota tractor for \$32,137, a medic body for \$144,713, and several staff vehicles. Expenditures (including additional staff vehicles not yet received) are currently at 103.8% of budget, but staff expects actual vehicle prices to be lower. This fund has also received \$12,378 in revenue from the sale of surplus items to date.

Capital Projects Fund 30

Total expenditures in this fund equal \$245,563 through March 2018, and includes some costs for the Administration remodel and the final installment payment on the purchase of Station 17. Expenditures are currently at 9.7% of budget.

Enterprise Fund 40

There has been no notable activity in this fund yet this fiscal year.

Debt Service Fund 50

The Debt Service Fund has received \$1,920,740 in property tax revenues thus far in Fiscal 2017-18. Total expenditures in this fund equal \$526,543 through March 2018, reflecting a GO bond debt service payment for interest.

Bond Construction Fund (Sinking) 60

Bond project-related construction costs total \$9,757,401 for FY 2018 thus far, including \$8 million in payments to Emerick Construction for the design/build contract on Stations 16 and 19. Expenditures are currently at 53.8% of budget (excluding funds encumbered).

PERS Reserve Fund 70

There has been no notable activity in this fund yet this fiscal year.

Investment Activity

Short-term Investment Portfolio

The table below indicates the balances of cash accounts as of March 31, 2018.

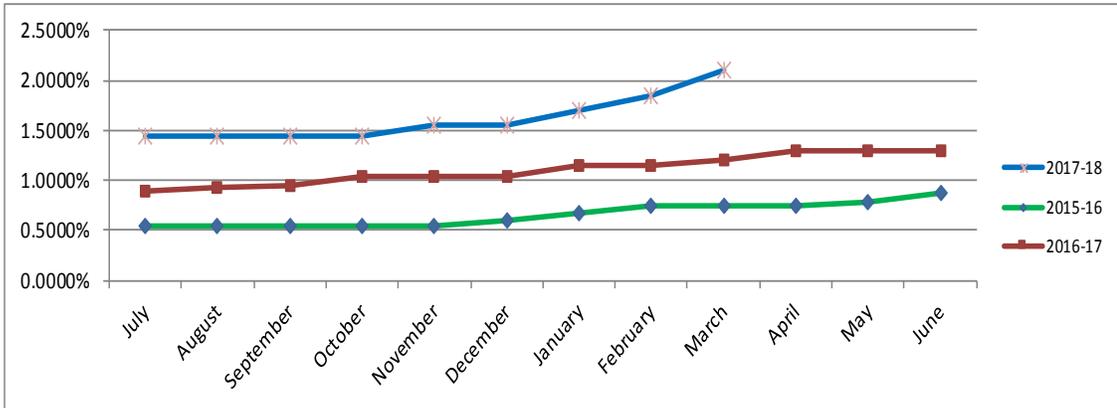
Short-term Investments as of March 31, 2018	
Local Government Investment Pool	\$44,310,343
Key Bank Checking	\$2,881,284
Meritain Trust	\$3,000
TOTAL:	\$47,194,627

The Oregon LGIP interest rate increased to 2.10% during March 2018.

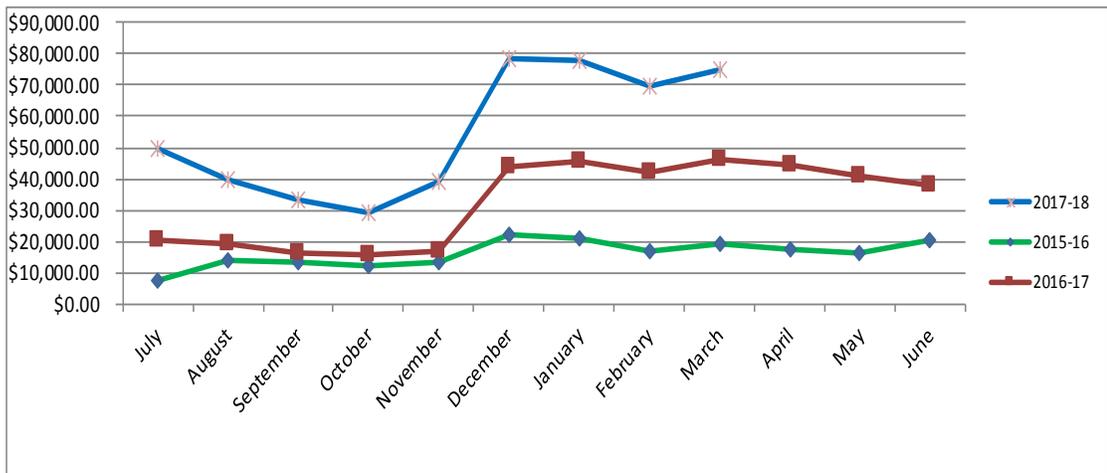
Clackamas County Fire District No. 1			
LGIP Monthly Interest Rate Averages			Monthly Earnings LGIP
March	2017	1.2100%	\$45,979.00
April	2017	1.3000%	\$44,686.00
May	2017	1.3000%	\$41,021.86
June	2017	1.3000%	\$38,021.67
July	2017	1.4500%	\$49,636.67
August	2017	1.4500%	\$39,740.33
September	2017	1.4500%	\$33,388.85
October	2017	1.4500%	\$29,056.74
November	2017	1.5500%	\$39,147.46
December	2017	1.5500%	\$78,462.74
January	2018	1.7000%	\$78,113.21
February	2018	1.8500%	\$69,698.29
March	2018	2.100%	\$75,133.15

Clackamas Fire District #1
 LGIP Interest Rates and Revenue

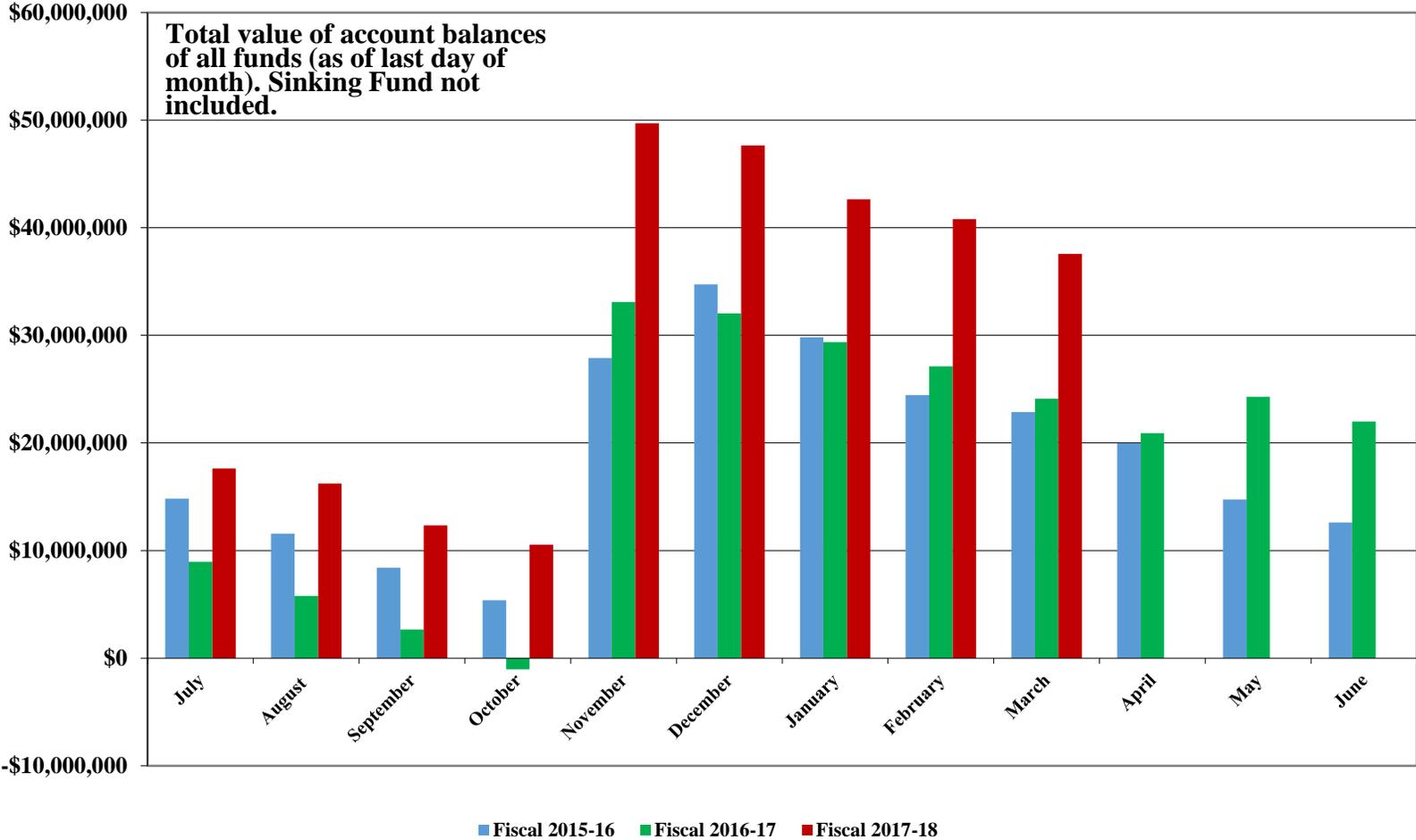
Interest Rates - Fiscal 2015-16 to Present



Interest Revenue - Fiscal 2015-16 to Present



Clackamas County Fire District #1 Account Balances by Month



FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10	GENERAL FUND	9995	BegFundBal	-18,261,560	0	0	0	0.0%
00	BegFundBal			-18,261,560	0	0	0	0.0%
		4450	CurrentYearPropTaxes	-49,822,766	-48,163,755	0	-1,659,011	96.7%
		4455	PriorYearPropTaxes	-1,088,908	-461,305	0	-627,603	42.4%
		4460	OtherTaxes	-8,000	-10,912	0	2,912	136.4%
01	TaxRevenues			-50,919,674	-48,635,972	0	-2,283,702	95.5%
		4490	InvestmentInterest	-150,000	-336,584	0	186,584	224.4%
03	Interest			-150,000	-336,584	0	186,584	224.4%
		4500	ContractRevenue	-477,146	-372,343	0	-104,803	78.0%
		4502	TrainingClassRevenue	0	-176	0	176	100.0%
		4510	ASARevenue	-125,000	-65,908	0	-59,093	52.7%
		4539	ConflagrationReimbursement	0	-912,845	0	912,845	100.0%
		4541	Gain/Loss on Inventory Sale	0	-25,513	0	25,513	100.0%
		4542	Sale of Goods/Services/Eq	0	-13,392	0	13,392	100.0%
		4545	OtherPost-EmployBeneRe	-387,862	-383,665	0	-4,197	98.9%
		4560	GrantRevenue	0	-236,197	0	236,197	100.0%
		4570	TransportationResponseR	-350,000	-433,632	0	83,632	123.9%
		4571	OtherRevenues	-245,000	-217,908	0	-27,092	88.9%
04	OtherRevenues			-1,585,008	-2,661,578	0	1,076,570	167.9%
		4610	TransfersfromotherFund	-365,000	0	0	0	0.0%
05	TransfersIn			-365,000	0	0	-365,000	0.0%
		5501	FireChief	182,941	132,810	0	50,131	72.6%
		5503	DeputyChief	335,672	248,535	0	87,137	74.0%
		5504	DivisionChief	534,026	196,312	0	337,714	36.8%
		5505	BattalionChief	1,290,917	964,483	0	326,434	74.7%
		5506	ExemptStaffGroup	1,608,970	1,199,225	0	409,745	74.5%
		5507	Fireinspectors	416,216	303,648	0	112,568	73.0%
		5508	DeputyFireMarshal	543,048	387,644	0	155,404	71.4%
		5510	Captain	2,468,705	1,773,714	0	694,991	71.8%
		5512	Lieutenant	3,297,448	2,671,037	0	626,411	81.0%
		5515	ApparatusOperator	4,704,240	3,598,149	0	1,106,091	76.5%
		5520	FireFighter	6,144,393	5,086,759	0	1,057,634	82.8%
		5530	Non-exemptStaffGroup	1,763,236	1,119,771	0	643,465	63.5%
		5535	OtherEmployee	162,298	122,691	0	39,607	75.6%
		5540	TemporaryLabor	55,280	49,821	0	5,459	90.1%
		5545	PremiumPay	252,904	250,363	0	2,541	99.0%
		5555	SchoolReplacement	50,000	23,408	0	26,592	46.8%
		5560	OperationalReplacement	4,719,597	4,290,565	0	429,032	90.9%
		5562	VacationBuyback	65,000	40,973	0	24,027	63.0%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		5563	Retirement/SeparationVac	276,069	413,942	0	-137,873	149.9%
		5600	Overtime	506,463	445,539	0	60,924	88.0%
50	Salaries			29,377,423	23,319,390	0	6,058,033	79.4%
		6620	SS/Medicare	2,250,624	1,630,985	0	619,639	72.5%
		6640	Tri-MetTaxes	176,939	136,276	0	40,663	77.0%
		6656	PERSEmployer	5,396,339	4,660,428	0	735,911	86.4%
		6667	PERSBondPayment	1,710,818	0	0	1,710,818	0.0%
		6670	DeferredCompensation	512,039	367,321	0	144,718	71.7%
		6675	Unemployment	5,000	0	0	5,000	0.0%
		6680	LifeInsurance	45,000	60,924	0	-15,924	135.4%
		6690	CaféPlanBenefits	3,871,098	2,232,886	0	1,638,212	57.7%
		6691	PEHP	327,300	242,300	0	85,000	74.0%
		6692	OtherPost-EmployBenefit	630,000	337,680	0	292,320	53.6%
		6693	HealthTrust	281,716	399,068	0	-117,352	141.7%
		6700	FloaterAllowance	0	15,999	0	-15,999	100.0%
		6701	VehicleAllowance	6,208	7,071	0	-863	113.9%
		6702	ToolAllowance	6,000	3,794	0	2,206	63.2%
		6703	Cell/TechAllowance	36,308	2,764	0	33,544	7.6%
		6705	WorkersCompensation	695,293	483,442	0	211,851	69.5%
60	Benefits			15,950,682	10,580,938	0	5,369,744	66.3%
		7005	DiscountsTaken	0	36	0	-36	100.0%
		7006	Over/Short	0	36,417	0	-36,417	100.0%
		7007	DepreciationExpense	0	1,583	0	-1,583	100.0%
		7015	MeetingExpense	21,169	11,674	0	9,495	55.1%
		7030	CivilServiceExamExpens	10,100	5,722	0	4,378	56.7%
		7035	BankCharges	15,000	18,087	0	-3,087	120.6%
		7040	Dues&Publications	37,308	20,217	0	17,091	54.2%
		7045	Awards&Recognitions	34,665	15,616	240	18,809	45.7%
		7055	OperatingSupply	137,695	41,547	286	95,862	30.4%
		7065	FireFightingSupply	84,499	45,707	2,350	36,442	56.9%
		7070	RescueSupply	35,860	14,995	4,269	16,596	53.7%
		7075	EMSSupply	97,000	175,037	11,265	-89,303	192.1%
		7078	DepartmentConsumables	15,000	20,223	1,079	-6,302	142.0%
		7080	Fuel	219,834	169,693	34,240	15,901	92.8%
		7085	Uniform&ProtectiveEqpt	577,239	218,739	55,473	303,027	47.5%
		7090	OfficeSupplies	32,092	14,388	670	17,035	46.9%
		7095	Software&Supplies	399,365	321,250	135,277	-57,163	114.3%
		7105	HouseholdGoods	68,339	45,372	150	22,818	66.6%
		7110	ProfessionalServices	385,700	278,392	107,567	-259	100.1%
		7115	DispatchServices	1,268,884	1,102,348	0	166,536	86.9%
		7116	Utilities-NaturalGas	0	7,896	0	-7,896	100.0%
		7117	Utilities-Electric	0	19,416	0	-19,416	100.0%
		7118	Utilities-Garbage	0	477	0	-477	100.0%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		7119	Utilities-Water	0	5,708	0	-5,708	100.0%
		7120	Utilities-Other	392,844	234,204	27,570	131,070	66.6%
		7122	Utilities-Telephone	345,000	252,606	0	92,394	73.2%
		7130	Insurance-Property/Casu	230,546	219,389	6,120	5,037	97.8%
		7135	MedicalExams	261,467	155,507	1,972	103,988	60.2%
		7140	Schools/ConferencesRegis	208,845	83,379	1,770	123,696	40.8%
		7141	TuitionReimbursement	38,752	18,272	0	20,480	47.2%
		7142	TravelExpense	28,875	9,885	0	18,990	34.2%
		7145	MileageReimbursement	3,408	18,861	0	-15,453	553.4%
		7150	VolunteerFireFighterEx	43,000	47,073	0	-4,073	109.5%
		7155	VehicleMaintenance	400,314	195,538	31,669	173,108	56.8%
		7160	EquipmentMaintenance	137,519	58,042	9,143	70,334	48.9%
		7165	RadioMaintenance	48,600	21,997	830	25,773	47.0%
		7170	FacilityMaintenance	336,936	115,675	5,423	215,838	35.9%
		7175	OfficeEquipmentMaintena	17,480	26,213	0	-8,733	150.0%
		7180	Computer&AVMaintenance	34,780	8,726	833	25,221	27.5%
		7185	SCBAMaintenance	0	468	0	-468	100.0%
		7187	FireExtinguisherExpense	4,500	0	0	4,500	0.0%
		7190	TrainingExpense	79,512	56,970	3,163	19,378	75.6%
		7195	PublicEducation	67,500	29,213	14,397	23,890	64.6%
		7205	Postage&Freight	29,925	12,275	3,296	14,354	52.0%
		7210	SmallTool,Eqpts&Furni	1,000	1,119	120	-240	124.0%
		7215	OtherExpense	36,500	3,540	3,069	29,890	18.1%
	70		MaterialsandServices	6,187,052	4,159,496	462,241	1,565,315	74.7%
		8805	FireApparatus	0	481	0	-481	100.0%
		8825	FireFightingEquipment	156,850	40,964	3,925	111,961	28.6%
		8835	EMS&RescueEquipment	30,000	14,619	12,366	3,015	90.0%
		8845	CommunicationsEquipment	6,000	2,864	2,840	296	95.1%
		8860	FacilityImprovement	125,280	7,492	0	117,788	6.0%
		8870	Furniture,Appliances&T	117,101	13,180	37,102	66,819	42.9%
		8885	OfficeEquipment	40,000	18,658	0	21,342	46.6%
		8890	Computer&AVEquipment	262,660	49,505	98,413	114,742	56.3%
	80		CapitalOutlay	737,891	147,764	154,647	435,481	41.0%
		9930	TransfertoCapProjFund	500,000	0	0	500,000	0.0%
	90		TransfersOut	500,000	0	0	500,000	0.0%
		9910	Contingency	1,306,326	0	0	1,306,326	0.0%
		9915	RestrictedContingency	1,000,000	0	0	1,000,000	0.0%
	99		EndFundBalance	2,306,326	0	0	2,306,326	0.0%
10		TOTAL	10 GeneralFund					
			Total Revenues	-71,281,242	-51,634,134	0	-19,647,108	72.4%
			Total Expenses	55,059,374	38,207,587	616,888	16,234,899	70.5%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
20 EQUIPMENT REPLACEMENT								
		9995	BegFundBal	-882,967	0	0	0	0.0%
00	BegFundBal			-882,967	0	0	0	0.0%
		4490	InvestmentInterest	-5,000	-1,694	0	1,694	33.9%
03	Interest			-5,000	-1,694	0	1,694	33.9%
		4540	SaleofSurplus	-40,000	-12,378	0	12,378	30.9%
04	OtherRevenues			-40,000	-12,378	0	12,378	30.9%
		8805	FireApparatus	150,000	144,713	0	-144,713	96.5%
		8850	StaffVehicles	288,000	157,043	178,952	-335,995	116.7%
80	CapitalOutlay			438,000	301,756	178,952	-480,708	109.8%
		9910	Contingency	25,000	0	0	0	0.0%
99	EndFundBalance			25,000	0	0	0	0.0%
20	TOTAL	20	EquipmentReserveFund					
			Total Revenues	-927,967	-14,072	0	-913,895	1.5%
			Total Expenses	463,000	301,756	178,952	-480,708	103.8%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
30 CAPITAL PROJECTS								
		9995	BegFundBal	-2,523,389	0	0	0	0.0%
00	BegFundBal			-2,523,389	0	0	0	0.0%
		4490	InvestmentInterest	-14,000	-10,402	0	10,402	74.3%
03	Interest			-14,000	-10,402	0	10,402	74.3%
		4610	TransfersfromotherFund	-500,000	0	0	0	0.0%
05	TransfersIn			-500,000	0	0	0	0.0%
		8855	LandAcquisition	0	123,134	0	-123,134	100.0%
		8860	FacilityImprovement	2,537,389	122,429	0	-122,429	4.8%
80	CapitalOutlay			2,537,389	245,563	0	-245,563	9.7%
30	TOTAL	30	CapitalProjectsFund					
			Total Revenues	-3,037,389	-10,402	0	-3,026,987	0.3%
			Total Expenses	2,537,389	245,563	0	2,291,826	9.7%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
40 ENTERPRISE FUND								
		9995	BegFundBal	-19,828	0	0	0	0.0%
00	BegFundBal			-19,828	0	0	0	0.0%
		4490	InvestmentInterest	-200	-99	0	99	49.4%
03	Interest			-200	-99	0	99	49.4%
		4571	OtherRevenues	-5,000	0	0	0	0.0%
04	OtherRevenues			-5,000	0	0	0	0.0%
		7055	OperatingSupply	10,000	0	0	0	0.0%
70	MaterialsandServic			10,000	0	0	0	0.0%
		9910	Contingency	5,000	0	0	0	0.0%
99	EndFundBalance			5,000	0	0	0	0.0%
40	TOTAL	40	EnterpriseFund					
			Total Revenues	-25,028	-99	0	-24,929	0.4%
			Total Expenses	15,000	0	0	15,000	0.0%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50 DEBT SERVICE FUND								
		9995	BegFundBal	-42,599	0	0	0	0.0%
00	BegFundBal			-42,599	0	0	0	0.0%
		4450	CurrentYearPropTaxes	-2,191,116	-1,902,518	0	1,902,518	86.8%
		4455	PriorYearPropTaxes	-25,000	-18,222	0	18,222	72.9%
01	TaxRevenues			-2,216,116	-1,920,740	0	1,920,740	86.7%
		4490	InvestmentInterest	-2,500	-3,529	0	3,529	141.1%
03	Interest			-2,500	-3,529	0	3,529	141.1%
		7020	DebtInterestExpense	1,116,116	526,543	0	-526,543	47.2%
		7025	DebtPrincipalExpense	1,100,000	0	0	0	0.0%
70	MaterialsandServic			2,216,116	526,543	0	-526,543	23.8%
50	TOTAL	50	DebtServiceFund					
			Total Revenues	-2,261,215	-1,924,269	0	-336,946	85.1%
			Total Expenses	2,216,116	526,543	0	1,689,573	23.8%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
60 CAPITAL CONSTRUCTION								
		9995	BegFundBal	-18,474,831	0	0	0	0.0%
00	BegFundBal			-18,474,831	0	0	0	0.0%
		4490	InvestmentInterest	-100,000	-133,134	0	133,134	133.1%
03	Interest			-100,000	-133,134	0	133,134	133.1%
		4513	OtherReimbursements	0	-553,636	0	553,636	100.0%
	Other			0	-553,636	0	553,636	100.0%
		5504	DivisionChief	0	98,301	0	-98,301	100.0%
50	Salaries			0	98,301	0	-98,301	100.0%
		8805	FireApparatus	1,194,900	37,801	0	-37,801	3.2%
		8825	FireFightingEquipment	0	26,987	0	-26,987	100.0%
		8860	FacilityImprovement	16,949,942	9,594,312	18,424,092	-28,018,405	56.6%
80	CapitalOutlay			18,144,842	9,659,100	18,424,092	-28,083,192	53.2%
60	TOTAL	60	BondConstructionFund					
			Total Revenues	-18,574,831	-686,770	0	-17,888,061	3.7%
			Total Expenses	18,144,842	9,757,401	18,424,092	-10,036,652	53.8%

FUND	CHARACTER	ACCOUNT	DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 PERS RESERVE								
		9995	BegFundBal	-1,403,974	0	0	0	0.0%
00	BegFundBal			-1,403,974	0	0	0	0.0%
		4490	InvestmentInterest	-6,000	-6,937	0	6,937	115.6%
03	Interest			-6,000	-6,937	0	6,937	115.6%
		9980	TransfertoGeneralFund	365,000	0	0	0	0.0%
90	TransfersOut			365,000	0	0	0	0.0%
		9910	Contingency	50,000	0	0	0	0.0%
99	EndFundBalance			50,000	0	0	0	0.0%
70	TOTAL	70	PERSReserveFund					
			Total Revenues	-1,409,974	-6,937	0	-1,403,037	0.5%
			Total Expenses	415,000	0	0	415,000	0.0%
GRAND TOTAL								
		Revenue	Total	-97,517,646	-54,276,682	0	-43,240,964	55.7%
		Expense	Total	78,850,721	49,038,850	19,219,933	10,591,938	86.6%
		Grand	Total	-18,666,925	-5,237,832	19,219,933	-32,649,026	

CORRESPONDENCE

- C-1 Thank you Re: Lot Whitcomb Elementary students thanked the crew from E301: Lt. Dave Aasland, AO Ben Stevenson, FF Dennis Kenny, and FF Randy Powers for coming to read to them on Read Across America.

- C-2 Thank you Re: Portland Fire & Rescue (PF&R) thanked Clackamas Fire for our mutual aid during their 5-alarm fire on NE Killingsworth. E307 moved up to PF&R's Station 11: Lt. Kraig Beickel, AO Blake Meyer, and FF Tyler Smith, and E304 moved up to PF&R's Station 20: Lt. Shawn Mullen, AO Ryan Harris, and FF Justin Lynn.

Firefighters

Thank
you

301



MASON

Sunshine

Andrea

KEVIN

Makayla

EMILY

kiya DALI

Makayla B

ADRIK

EMMY

IRACABEL

Thank you very much for coming to our class to read with us! We had such a fun time and truly appreciate it :)

Isaiah

Eli

Miss Nova's Class

EMILY.A

Luis

Jaida

Amanoe

Ella

Rui

91 Elizabeth

Kennedy

Jose

JR

Chloe



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GASTON
MARTIN
SARAH
DAYTON

Chloe
BARRETT
Shoe
Abbbbhh
Mylie

PA PAIG@

GO
T

OSIRIS

Ibrahim

LOIS

Ahhhhhh

Anthony

Thanks
so much
taking
time
to

G
E
L
K

Clackamas fire Department

ROCK'S

ahhhhhhelp!!

^{translation}
I'll save you
fellow savitrons!!
waka waka waka waka
waka waka waka waka
waka!!!



fire fighter Pac man

this could be kinda to much maybe

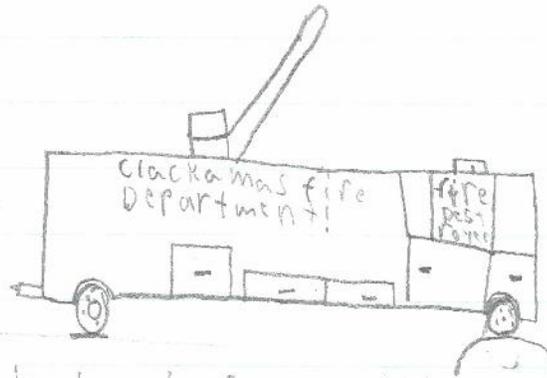
To: Dave and

← PUNK KNOWN

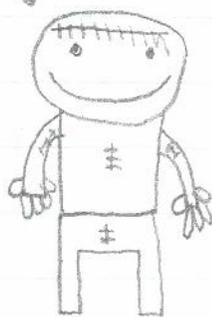
From: Gavin Jewell
The kid who asked how fast you can put on your script or gear.

Just to start this thing up, I'd like to say thank you for being one of the first responders. ~~Wander~~ Same way our hearts be with you! Sorry. But that's the best thing I could think of soooo yeah. :)

fire truckish drawing



! Sack boy! from little big planet



Dear fire titters,

Thank you so much for taking
time out of your job to come
and read to our classroom!

We all appreciate you coming.
Mrs. Brandt's class loved the
story you read to us! (The two bad
ants.)

Now I will thank you sooo
ooooo much for coming! oh
and can you please answer
some questions from the
page with the drawing of
the dog on it and please
try to write back!!
😊

Thank you!

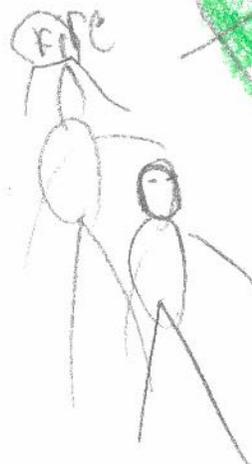
~ Lola (the girl with the sticker
on her shirt!)

Dear randy thank you for talking
about how hard your life is and
how you help people. I liked when
you told us that a girl helped in
can :-)

Sincerely

Quarry

dear ben i liked
the book
you read. thank
you for coming
to our school!
love carter





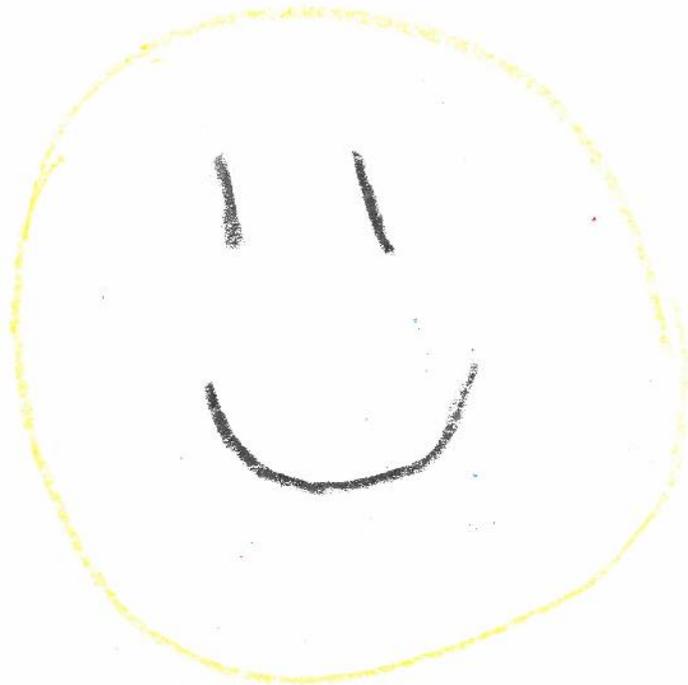
THANK
YOU



Thank you

Got Free Cards
spreading joy

printable-cards.gotfreecards.com



THANK
YOU



Got Free Cards
spreading joy

printable-cards.gotfreecards.com



Thank you for taking
time of your day to
come to our school. you
are welcomed anytime
you want to come to
our school. Thank
you for saving
people lives! Can you
take me with you
when there is fire
please?



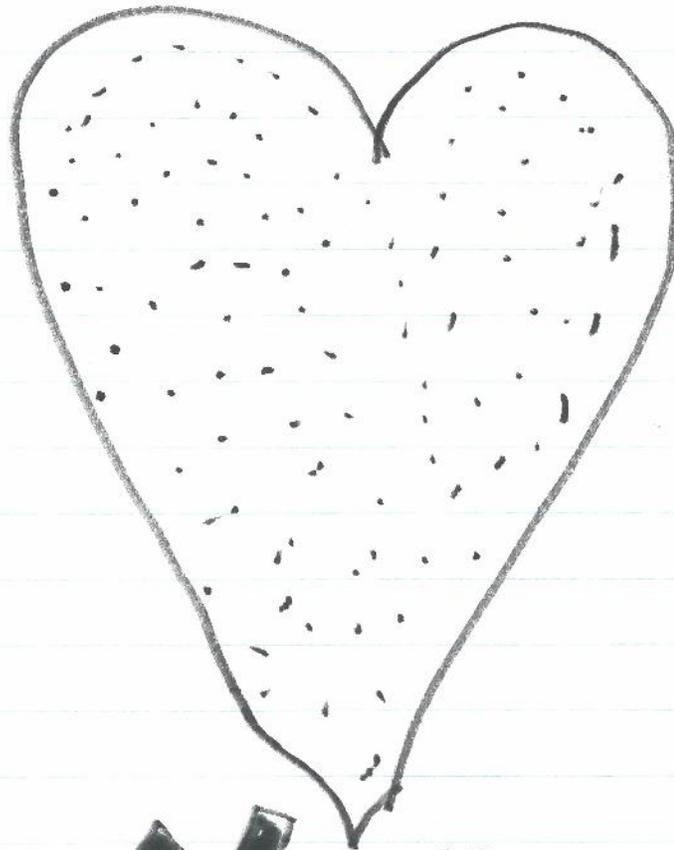
From: Vanessa 4th grade
Lotwhicome
School

From: Kylee ^{book}

To: Firefighters

Thank you for reading
us The 2 bad gnts Story.
Also thank you for answering
our questions. I really
appreciated it and liked
the books. Also the questions
were interesting.

THANK



YOU



PORTLAND FIRE & RESCUE



Dan Saltzman, Commissioner
Mike Myers, Fire Chief
Tom Williams, Division Chief
Emergency Operations Division
55 SW Ash Street
Portland, OR 97204
Phone: (503) 823-3700
Fax: (503) 823-3878

March 15, 2018

Chief Ryan Hari

Chief,

On behalf of Portland Fire & Rescue, I want to extend a sincere thank you and share our appreciation for your department's assistance during Monday's 5 alarm fire on NE Killingsworth.

As you are aware, this was a significant event that was growing rapidly while being pushed by strong east winds. PF&R was facing a significant threat to the downwind neighborhoods and without your department's assistance, either at the scene or as a cover company, we would have had difficulties mitigating this incident.

The mutual aid and cooperation of our neighbors in the region is a valued privilege that we strongly appreciate. As you are always there for us, we will always be there for you.

Please extend my thanks to your crews who were a part of this event.

Kind regards,

Tom Williams, Division Chief
Emergency Operations
Portland Fire & Rescue
O/503-823-4390 C/503-209-8324
tom.williams@portlandoregon.gov

E307 moved up to PF&R's Station 11: Lt. Kraig Beickel, AO Blake Meyer, and FF Tyler Smith, and E304 moved up to PF&R's Station 20: Lt. Shawn Mullen, AO Ryan Harris, and FF Justin Lynn

INFORMATIONAL ITEMS

- I-1 Neighbor Calls 911 As Man Fails to Put Out Milwaukie Fire Himself – Clackamas Review
- I-2 Clackamas Fire’s Bill Conway Recognized by Royal Rosarians – Clackamas Review/Oregon City News – Pamplin Media
- I-3 Clackamas Firefighters Save Ducklings in Storm Drain – KPTV Fox 12 Oregon

Clackamas Review

Neighbor Calls 911 As Man Fails To Put Out Milwaukie Fire Himself

Raymond Rendleman
Thursday, March 22, 2018

Cat dies in fire after resident tries to extinguish fire with water and fire extinguisher rather than calling 911



Clackamas Fire investigators are on scene to determine a cause of a 11:49 a.m. fire that broke out Thursday at a Milwaukie home, 7001 S.E. Overland St.

Clackamas Fire Engine 301 arrived to find flames and heavy smoke coming from the structure. By the time firefighters arrived, the sole male occupant was outside so firefighters quickly deployed hose lines and made entry into the home to extinguish the fire. The fire was under control by 12:37 p.m. No injuries were reported, but the occupant's cat did not survive.

The man told firefighters that he at home and heard the smoke alarm in another room. When he went to investigate, he found the room on fire and tried a fire extinguisher, which did not work. He also tried to put it out with water, but the fire had become too large. A neighbor called 911.

"If you hear your smoke alarm and notice a fire that is too large for a fire extinguisher exit your home quickly and call 911," said Clackamas Fire spokesman Steve Hoffeditz.

Source: <http://portlandtribune.com/cr/24-news/390387-281888-neighbor-calls-911-as-man-fails-to-put-out-milwaukie-fire-himself>

Clackamas Review/Oregon City News – Pamplin Media

Clackamas Fire's Bill Conway Recognized by Royal Rosarians

Raymond Rendleman
Monday, March 26, 2018



Clackamas Fire District #1's Division Chief Bill Conway was honored by Pamplin Media Group and the Royal Rosarians with the Newsmaker of the Year at the Royal Rosarian Newsmakers of the Year Dinner Banquet and Award Presentations on Wednesday, March 21.

The Royal Rosarians honored members of the community who have performed exceptional acts of heroism or outstanding humanitarian work without regard for personal safety, public recognition, or personal gain. The recipients were nominated by

Portland-area media outlets, and their stories were told in words and pictures by the local news anchors, editors and reporters who first publicized their heroic efforts.

Conway was nominated by Angela Fox, publisher of the Clackamas Review/Oregon City News, for his off-duty saving of a man's life Oct. 7, 2017.

On Saturday, Oct. 7, off-duty Clackamas Fire District No. 1 Division Chief Bill Conway was in the right place at the right time to help save a citizen's life.

Conway and his wife were shopping at Grocery Outlet, 15810 S.E. McLoughlin Blvd., Oak Grove, where they heard what sounded like a case of wine crashing to the floor on the other side of their aisle.

After seeing a man on the floor, Conway pushed hard and fast in the middle of the man's chest until paramedics arrived, just as his team has trained 43,000 students to do in hands-only CPR classes in recent years throughout the Clackamas Fire service area. Conway serves as the fire district's emergency medical services chief and has been instrumental in helping citizens learn CPR and in helping find funding for the placement of automatic external defibrillators in law-enforcement vehicles and businesses throughout Clackamas County.

The Oct. 7 heart-attack victim turned out to be Jim Jagers, 71, who retired in 1999 from teaching full-time at Ogden Middle School. After hearing that store employees had called 911, Conway began pushing Jagers on the chest to the quick beat of "Stayin' Alive" by the Bee Gees.

Clackamas Fire firefighters/paramedics and American Medical Response units responded to the scene. They defibrillated Jagers twice, and he regained a pulse. Jagers tested positive for a ST-Elevation Myocardial Infarction, a very serious type of heart attack during which one of the arteries that supplies oxygen and nutrient-rich blood to the heart muscle is blocked. Jagers was then transported to Kaiser Sunnyside Medical Center, and was doing well following triple-bypass surgery.

Clackamas Fire Chief Fred Charlton said, "There were only seven awards presented and Clackamas Fire is extremely proud of Chief Conway and our firefighter crew from Oak Grove Station 3 who responded, and the overall success of our hands-only CPR program."

Conway said that he didn't perform any special service to Jagers, noting that thousands of other people in Clackamas County have learned to do hands-on-only CPR under his leadership. He believes that the strength of an entire community fighting side-by-side ultimately will prove to be more powerful than the

nation's No. 1 killer — heart disease. He would like to remind everyone that they can be a citizen hero, too, by learning hands-only CPR, calling 911 early, knowing where to find an AED for cardiac arrest victims, and by downloading the Pulse Point app to alert bystanders when a cardiac arrest occurs near them.

Newsmakers were awarded a Royal Rosarian bronze medallion and a framed certificate by the organization's Prime Minister. K103- FM morning radio personalities, John Erickson and Bruce Murdock, returned and served as Masters of Ceremonies for a memorable evening where representatives of local media outlets presented their "Newsmaker" or newsworthy story to an audience of over 400 attendees, which included members of the Royal Rosarians.

Source: <http://pamplinmedia.com/cr/24-news/390602-281333-clackamas-fires-bill-conway-recognized-by-royal-rosarians>

KPTV- Fox 12 Oregon

Clackamas Firefighters Save Ducklings in Storm Drain

Posted: Apr 07, 2018 6:19 PM PDT Updated: Apr 07, 2018 7:44 PM PDT
By FOX 12 Staff



OREGON CITY, OR (KPTV) -

Clackamas County firefighters from station 16 saved some feathered friends stuck in a storm drain in Oregon City Saturday afternoon.

A nearby gas station attendant near Molalla Avenue and Beaver Creek Road heard the ducklings and notified the fire department.

The mother of the two ducklings was nowhere to be found so the firefighters brought the babies back to a pond near their fire station.

Upon being released, they quickly connected with a new family and swam off.

Source: <http://www.kptv.com/story/37903799/clackamas-firefighters-save-ducklings-in-storm-drain>