



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**October 21, 2019**



CLACKAMAS FIRE DISTRICT #1

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*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, October 21, 2019  
Meeting Location: Mt. Scott Fire Station  
6:00 pm**

**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 THE MINUTES FOR THE REGULAR BOARD MEETING ON SEPTEMBER 16, 2019 (p. 5)**
- IV. **PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- V. **PRESENTATION – OPERATION SANTA CLAUS PREPARATION – Battalion Chief Deters**
- VI. **PRESENTATION – SUMMARY OF CHAIN OF SURVIVAL CEREMONY – Medical Services Battalion Chief Santos**
- VII. **BUSINESS – Action required**
  - B-1 **Request Board Approval of the Contract for Service for Estacada Fire District #69 – Chief Charlton (p. 19)**
  - B-2 **Request Board Approval to Extend the Intergovernmental Agreement with Estacada Fire District #69 – Chief Charlton (p. 34)**
  - B-3 **Request Board Approval of Revised Board Policy Manual – Chief Charlton (p. 35)**
- VIII. **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 **Board Committee/Liaison Reports**



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Foundation Liaison – Director Trotter  
Interagency – Director Joseph/President Syring

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

Oregon Fire Service Conference – November 7-9, 2019  
Board Work Session Update

**IX. INFORMATIONAL ONLY**

**A. Divisional Reports**

- R-1a Chief's Report – Verbal - Chief Fred Charlton
- R-1b Business Services Division – Deputy Chief Doug Whiteley (p. 103)
- R-1c Emergency Services Division – Deputy Chief Ryan Hari (p. 126)
- R-1d Volunteer Services – Battalion Chief Steve Deters (p. 186)

**B. Correspondence (p. 189)**

**C. Informational Items (p. 193)**

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, November 18, 2019 at 6:00 pm at Mt. Scott Station 5.

**X. REGULAR BOARD MEETING RECESSED**

**XI. EXECUTIVE SESSION REGARDING EXEMPT PUBLIC RECORDS PURSUANT TO ORS 192.660(2)(f) and TO DISCUSS WRITTEN CONFIDENTIAL LEGAL ADVICE PURSUANT TO ORS 192.660(2)(f)**

**XII. EXECUTIVE SESSION ADJOURNED**

**XIII. REGULAR BOARD MEETING RECONVENED**

**XIV. ADJOURNMENT**

**UPCOMING EVENTS:**

October – Fire Prevention Month

October 26 – Open House – Station 16 – 1:00 pm – 3:00 pm



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CLACKAMAS FIRE DISTRICT #1

October 31 – Promotional/Swearing-in Ceremony – 10:00 am  
Providence Willamette Falls Community Center  
519 15<sup>th</sup> St.  
Oregon City

October 31 – Open House – Station 18 – 6:00 pm – 8:30 pm

November 18 – Regular Board Meeting

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS MEETING September 16, 2019

(This meeting was recorded.)

### I. CALL TO ORDER PER ORS 192.610 TO 192.690

**ORS 192.650 – The meeting is being recorded.**

President Syring called the meeting to order at 6:04 pm.

**Present:** Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Bill Conway; Division Chief Josh Gehrke; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Brian Stewart; Battalion Chief John Hopkins; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero (arrived at 6:48 pm); Emergency Manager Gregg Ramirez; Health and Wellness Director Heather Goodrich; Information Technology Director Oscar Hicks (arrived at 6:45 pm); Facilities Director Scott Vallance; Volunteer Jerry Kearny; Mark Aasland with Pace Engineers; Tom Benschoter, Matthew Silva and Ken Oliver with Estacada Fire District #69 (EFD #69); Emily Lindstrand with Estacada News; Citizens Julie Benschoter and Lowell Peterson; and Executive Assistant Karen Strejc.

### II. ELECTION OF OFFICERS

President Syring shared that nominations for the office of President were open.

Director Wall nominated Director Trotter for President. No other nominations were presented.

By consent, Director Trotter became president. President Syring handed the gavel over to the new President Trotter.

President Trotter shared that nominations for the office of Vice President were open.

Director Joseph nominated Director Cross to be Vice President. No other nominations were presented. By consent, Director Cross became Vice President.

President Trotter shared that nominations for the office of Secretary/Treasurer were open.

Director Wall nominated Director Joseph. No other nominations were presented. By consent, Director Joseph became the Secretary/Treasurer.

Director Wall left the meeting at 6:10 pm. President Trotter noted that there was still a quorum.

### **III. APPROVAL OF REGULAR BOARD MEETING ON AUGUST 19, 2019.**

**There were no changes to the meeting minutes, so the minutes stand approved as written.**

### **IV. CHANGES TO THE AGENDA**

Chief Charlton noted that B-2, Resolution 19-05 would be the method used to ask the Board to adopt the National Hazards Mitigation Plan.

Chief Charlton explained that the room set-up had changed. One of the reasons was because Staff Directors had been asked to attend each meeting. Also, moving forward, the D1TV would be used for presentations rather than the projector. The goal was to provide a more comfortable environment for the audience.

### **V. PUBLIC COMMENT**

None.

### **VI. PRESENTATION – CLACKAMAS COUNTY NATURAL HAZARD MITIGATION PLAN CLACKAMAS FIRE ADDENDUM**

Emergency Manager (EM) Ramirez noted that at last month's Board meeting, he briefly discussed the Hazard Mitigation Plan.

The National Hazard Mitigation Plan was a process that the county went through to look closely at the most dangerous and most frequent threats to the community. The purpose was to take a mindful look about the things people needed to prepare for. The plan would drive the way the Fire District did business, planned exercises, purchased equipment and applied for grants.

EM Ramirez defined natural hazards as being earthquakes, tornados, and winter weather conditions. He noted that the events with the highest probability of happening to be: winter storms, wind events, and wildfire for the entire county. He added that the events with the highest vulnerability would be the Cascadia earthquake and the Crustal earthquake.

EM Ramirez explained that later in the agenda, he would be asking that Resolution 19-05 be approved.

EM Ramirez shared that FEMA required the Fire District have this plan in place and that it be adopted. This would allow the District to be eligible for FEMA reimbursement in the event of one of these disasters.

EM Ramirez explained that this plan will be added to the external Clackamas Fire webpage. Currently, it is only on the internal share drive.

## **VII. PRESENTATION - FIRE PREVENTION MONTH**

Fire Marshal (FM) Olson shared that the National Fire Protection Association's (NFPA) theme for this year's Fire Prevention Month was, "Not Every Hero Wears a Cape. Plan and Practice Your Escape."

FM Olson explained that the focus this year was to ensure that people have two ways out and are comfortable with a plan. In addition, they would educate the public on how to be safe in the home and ways to prevent fires.

FM Olson noted that the Annual Safety Fair was last Saturday. The weather was great and 200 to 300 people attended. The Fair had multiple events, one where they gave away numerous bike helmets. FM Olson gave a huge thank you to the Volunteer Association, who donated \$700 to purchase bikes and scooters that were given away.

FM Olson shared that the District had numerous events planned for October. Over 11,000 flyers had been distributed to schools in both Oregon City and North Clackamas School Districts. There would be station open houses during the month, starting October 5<sup>th</sup>.

FM Olson stated that George Fox University was educating students about safety in their dorms. The Clackamas Fire side-by-side burn trailer would be there to help TVF&R share their information with the students.

FM Olson added that there would also be a live fire burn demo, along with the side-by-side burn demonstration, to help stress the importance of residential fire sprinklers, on October 10<sup>th</sup> at the Training Center. This was a partnership with local insurance agencies, private insurance adjusters and fire investigators throughout the metropolitan area. They anticipated around 100 people would attend.

FM Olson shared that he would give a summary of numbers they collected in the month of October in next month's board report.

## **VIII. PRESENTATION – PROPOSED CONTRACT FOR SERVICE TO ESTACADA FIRE DISTRICT #69**

Chief Charlton noted that this was a five-step process and they were now at step two.

Chief Charlton shared that the Estacada Interagency (IA) Committee was present at the meeting. He introduced and thanked both Director Ken Oliver and Estacada Board President Matthew Silva for attending.

Chief Charlton noted that the recommendation that came out of the Feasibility Study was a legal integration in the form of a merger. One discussion that followed at the IA meeting was the idea to begin with a Contract for Service and discuss what that would look like. Chief Charlton walked through the five steps of this process:

- Step 1. EFD #69 asked CFD #1 to prepare a proposal for a Contract for Service.
- Step 2. Present the proposal at CFD #1 Board meeting and answer any questions.
- Step 3. Present the proposal to EFD #69 at the Estacada Board meeting on Thursday night, Sept. 19 and answer any questions.
- Step 4. Prepare a Contract for Service if this were to move forward. It would go before the Estacada Board in October.
- Step 5. The Contract for Service would come back to CFD #1 Board for approval at their October board meeting.

Chief Charlton gave the history of the relationship between CFD #1 and EFD #69. Chief Charlton noted that the current IGA was set to terminate on September 30, 2019.

Back in January of 2019, CFD #1 entered into a Cooperative Services Agreement with EFD #69, which was the Feasibility Study. The IA Committee first met in July 2019 where EFD #69 requested a proposal for a Contract for Service from CFD #1.

Chief Charlton reviewed agency comparisons between CFD #1 and EFD #69.

Chief Charlton shared that CFD #1 entered into a contract with Emergency Services Consulting International (ESCI) to prepare the Feasibility Study in January 2019. The final Feasibility Study presentation was given in July 2019 to both Boards and staff. From their presentation, the IA Committee was reformed and there were discussions about what the next steps could be.

BC Deters shared what the service delivery would be in the Contract for Service in terms of emergency response and emergency medical services. There would be a three person Engine Company, 24 hours a day, seven days a week (minimum staffing). There would be a minimum of one paramedic per shift. A fire district coverage plan would be in place to help with things such as move up plans.

BC Deters noted that for command and control, there would be three chief officers 24 hours a day, seven days a week. Emergency Medical services that would be provided would be access to the community paramedic, physician supervisor (currently this supervisor is the same for both Districts) and public education.

BC Deters showed a map that demonstrated how it this could benefit the residents of Highland, Logan, and Eaglecreek.

BC Deters shared that for Administration, EFD #69 would have access to the Fire Chief's Office with the Public Information Officer. The contract would include administrative overhead costs that would cover most of the departments. However, he noted they also have to include the departments of: Data Management, Human Resources Management, and Emergency Manager, as well as representation at Board meetings, city council meetings, etc.

BC Deters noted that the contract would cover the following programs and departments: Facility Maintenance, Financial Services, Fire Marshal's Office, Fleet Services, Information Technology, Logistics, Training/Safety, Volunteer Services, Health and Wellness, as well as Materials and Services.

Estacada Board President Matthew Silva felt it was important to understand that this was one step towards integration.

Chief Charlton shared that it was proposed that all EFD #69 fire personnel be transitioned to CFD #1 by January 1, 2020. This would include the staff, career firefighters and both suppression and support volunteers.

Chief Charlton explained that they would look to fill staff vacancies as needed. They would look at the 24-month staffing plan.

Chief Charlton reviewed proposed timelines. He shared that later in the evening, the Board would discuss an action item. If the Board were to approve to move this conversation to EFD #69 on Thursday night, the Board would be asked to grant authority to the Fire Chief to extend the current IGA to October 31, 2019.

Chief Charlton explained that the Contract of Service was proposed for 18 months, January 1, 2020 to June 30, 2021.

Chief Charlton noted that if things moved forward, on October 22, 2019 a Chief Officer would be provided to support day-to-day operations and the transition.

Chief Charlton shared the goal of having the approval of Contract for Service be done at the October 2019 Board meetings. He added that there would be a draft timeline of the November 2020 elections to vote on legal integration.

Chief Charlton explained that if the two Districts became legally integrated on July 1, 2021, operational staffing in EFD #69 would be increased to four personnel per shift. He noted that this would provide better service delivery to areas bordering CFD #1 and EFD #69

Chief Charlton reviewed the estimated cost for the contract. For the first six months, January 1, 2020 to June 30, 2020, the estimated cost would be \$1,458,256. This cost would include: standardization and integration, 11 personnel (including career firefighters and administrative staff), 24 volunteer personnel, and material and services as budgeted. The second piece would be from July 1, 2020 to June 30, 2021 in the amount of \$2,865,941.

Director Cross asked how this benefits the Eagle Creek area. He felt that Station 18 should be fully staffed, 24 hours a day, seven days a week first, and then CFD #1 could help EFD #69 staff their stations.

Chief Charlton referred to the map and explained that having EFD #69 as part of CFD #1 could help with coverage. Discussion followed.

Director Cross asked about the condition of the facilities. Facilities Director Vallance shared that some CFD #1 staff took a tour of the EFD #69 facilities. The main station had been remodeled and received a grant for seismic updates. He expressed that maintenance wasn't that concerned with the facilities, other than the topics already mentioned by Chief Charlton.

Director Cross asked if there was a contingency plan in place. Chief Charlton stated that there were a lot of details that would come out in the Contract for Service. One of the goals of developing a short-term contract for services was to protect both districts. He added that more conversations would be needed by both Boards if the decision was made to move forward with the Contract for Service.

Discussion followed regarding staffing and coverage.

President Trotter expressed that discussion had included expenses, but he wanted to cover revenue. He reminded everyone of the timeline and that the approval would be in October, assuming Estacada gave their consensus.

Chief Charlton shared that by approving B-4, there would be consensus to move the proposal forward. Moving forward, the proposal would then be presented to the EFD #69 Board at their Board meeting on September 19.

Estacada Board President, Matthew Silva shared that it was important to have an answer for his Board on Thursday. He asked for consensus of the Board.

Chief Charlton explained that the consensus would be to move this proposal forward to the Estacada Board meeting on Thursday night for their vote.

President Trotter moved the meeting to Item B-4 at the end of this discussion.

President Trotter explained that B-4 requested the Board to authorize the Fire Chief to extend the IGA with EFD #69.

Chief Charlton shared that the request would be to authorize the Fire Chief, in writing, following Section 17 of the IGA, to extend the term of the agreement to October 31, 2019. This would allow time for the presentation to EFD #69 on Thursday evening. If EFD #69 agreed to move towards formalizing a move to a Contract of Service, then the IGA would be extended. If not, CFD #1 would hold with the current language to the termination the IGA on September 30<sup>th</sup>. He added that they may need to come back to both Boards in October if additional time was needed to set up the Contract for Service.

Director Syring noted that they have had a couple IA Committee meetings with Director Oliver and Board President Silva. He shared some points on why he would support the Contract for Service:

1. The contract had specific timelines.
2. With the election in November 2020, it would be a good time to have this go out for a vote.
3. This was not subsidization for EFD #69. At the IA Committee, they showed the breakdown of service. EFD #69 would be paying their fair share. EFD #69's main staffing would help CFD #1.
4. CFD #1 would be following ESCI's recommendation. Every other time when this was the recommendation, we moved forward with integration.

Director Joseph mentioned the breakdown of expenses and shared that the IA Committee was satisfied with recommendation.

President Trotter expressed that it was great that the two IA committees worked together. He expressed that he is looking forward to the October meeting and can have a Contract for Service action to look at.

**Director Syring moved and Director Joseph seconded the motion to authorize the Fire Chief to amend the current Intergovernmental Agreement (IGA) with Estacada Fire District #69 per Section 17. The motion passed unanimously with those present. Director Wall was absent.**

## **IX. BUSINESS**

### **B-1 Request Board Approval of Proclamation 19-04 – To designate the month of October 2019 as Fire Prevention Month.**

FM Olson requested approval of Proclamation 19-04- declaring the month of October 2019 as Fire Prevention Month, with the theme, "Not Every Hero Wears a Cape. Plan and Practice your Escape."

**Director Cross moved and Director Syring seconded the motion to approve Proclamation 19-04- To Designate the Month of October 2019 as Fire Prevention Month with the theme, "Not Every Hero Wears a Cape. Plan and Practice your Escape." The motion passed unanimously with those present. Director Wall was absent.**

### **B-2 Request Board Adoption of the Clackamas County Natural Hazard Mitigation Plan Clackamas Fire Addendum**

EM Ramirez requested the approval of Proclamation 19-05- A Resolution Adopting the Clackamas Fire District #1 Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan.

**Director Thomas moved and Director Cross seconded to approve Resolution 19-05- A Resolution Adopting the Clackamas Fire District #1 Representation in the updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan. The motion passed unanimously with those present. Director Wall was absent.**

**B-3 Request Board Approval for the Fire Chief to enter into a contract with ESO Solutions for Fire, EMS and Prevention Reporting for a one-year term.**

Deputy Chief Whiteley deferred this request to Data Systems Director Hopkins.

Data Systems Director Hopkins asked the Board to authorize the request for the purchase of ESO and offered to answer any questions.

**Director Joseph moved and Director Syring seconded to approve the Fire Chief to enter into a one-year contract with an automatic renewal with ESO Solutions for fire, EMS and prevention reporting not to exceed \$57,000 annually, with a one-time implementation cost of \$9,080. Director Cross abstained from voting due to a potential conflict. Director Wall was absent. The motion passed.**

**B-4 Request Board to Authorize Fire Chief to extend the Intergovernmental Agreement (IGA) with Estacada Fire District #69.**

Discussed and approved under the presentation.

## **X. OTHER BUSINESS**

### **OB-1 Legislative Update**

Lobbyist Ingram was unable to attend.

Chief Charlton noted that Lobbyist Ingram shared she would have her end of session report next month.

### **OB-2 Review and First Reading of Board Policy Manual**

Chief Charlton noted that they the changes would be presented in September and staff would be asking for approval and adoption at the October meeting.

Chief Charlton noted that this document was sent to legal counsel for edits. Legal counsel edits were notated in red and orange, while Fire District edits were notated in blue.

Chief Charlton shared that Appendix A would be updated for the October meeting.

Chief Charlton stated that the Fire District map will be updated to include Station 21.

Chief Charlton explained that most of the edits made by Legal Counsel were around topics such as policy making, Board authority, urban renewal language and enterprise zones.

### **OB-3 Board Committee/Liaison Reports**

#### **Foundation**

President Trotter reported that the next Foundation Dinner Auction will be held on March 14, 2020.

President Trotter explained that the Foundation was working on updating the Foundation website. A meeting was scheduled for Sept. 17 to discuss this update. The new website would easily show auction information.

#### **Interagency Committee**

Director Syring noted that they only had the EFD #69 IA meetings. This was already discussed.

Chief Charlton explained that a meeting with the City of Milwaukie would be scheduled in November.

### **OB-4 Board Informational Updates/Comments**

Director Joseph noted that at the Board's Strategic Planning Retreat, Chief Charlton and Public Information Officer Paxton shared how the District was working on better communication internally with staff. He thanked them and also thanked the staff for their reports. He shared that this was good information.

Director Cross noted he recently had a minor IT challenge. He expressed that IT Director Hicks dealt with it efficiently and quickly. He thanked IT Director Hicks for his help.

President Trotter thanked Director Syring for doing a great job being Board President as well as for his time he dedicated as the Board President.

## **XI. INFORMATIONAL ONLY**

### **A. Divisional Reports**

#### **R-1a Chief's Report**

Chief Charlton shared that they hosted a Strategic Planning Retreat with the Board. They discussed some of the strategic initiatives the Board was working on.

Chief Charlton noted there would be a District-wide Staff Retreat on September 18<sup>th</sup> with two sessions.

Chief Charlton shared there would also be a retreat with the Volunteer Association on October 7<sup>th</sup>.

Chief Charlton mentioned that there was significant rainfall this past week. With this, the fire danger was down to low. He expressed that all indications point to CFD #1 opening up backyard burn season in October. Chief Charlton stated that this was a successful year in preventing wildfires. It was a fairly insignificant wildfire season.

Chief Charlton gave a kudos to Public Information Officer Paxton for working hard in rolling out the internal communications plan. He added that this week would be week three of the Organizational Briefs and using DITV.

Chief Charlton complemented Public Information Officer Paxton about the numbers going up each month for social media since he had been reporting them.

Public Information Officer Paxton thanked Administrative Technician Grisham for all her work.

Chief Charlton shared the various ways to access the organizational briefings. He explained these could be watched live every Tuesday, Wednesday and Thursday mornings at 8:00 am. The recordings would be uploaded to Target Solutions. There was also a ZOOM app that could be used on a smart phone.

#### **R-1a.1 – Public Information Office**

As submitted.

#### **R -1b Business Services Division**

As submitted.

Deputy Chief Whiteley gave a follow up from the Board Planning Retreat. He shared that staff was working diligently on succession planning. The next steps would be working on a calendar and timeline. Staff were completing succession planning forms to make sure job descriptions were all up to date. He reported that staff would be busy with this over the next few months as it was one of the organizational priorities right now.

Deputy Chief Whiteley noted that this coming Saturday, CFD #1 was hosting a CERT (Community Emergency Response Team) Summit at Station 14 in Boring. EM Ramirez helped set this up. He explained it was an invitation to the Clackamas County CERT members to come and get training throughout the day.

Deputy Chief Whiteley explained that the ESO Solutions Committee spent a lot of time doing research to determine the best product. This will be implemented by January 1, 2020. He expressed his appreciation for the support with ESO.

#### **R -1b.1 Business Services**

As submitted.

#### **Fleet**

Not in attendance.

#### **IT**

As submitted.

President Trotter asked about the status of getting the email system working with MSN. IT Director Hicks noted that for MSN, Hotmail, Outlook and other Microsoft based emails, the Fire District was still on the list that wasn't accepted. He shared that the IT Department was still working to get this fixed.

### **Logistics**

Logistics Director Cordes was not in attendance. Division Chief Gehrke was available for any questions.

Director Crossed asked if the Logistics position had been filled. Division Chief Gehrke shared that they were still working through this. He explained that there were 73 applicants and the list for interviews was narrowed down to 21.

Director Syring asked if the Volunteers received more points or got any type of preference for the interviews. Division Chief Gehrke shared that in this specific position, it was a preferred requirement to have background knowledge of the fire service. He went on to share that applicants would have a better chance at this position because of their experience with the fire service and the District in terms of the interview and understanding of the job; but shared that no preference was given.

### **R – 1b.2 Fire Prevention**

As submitted.

### **Data Management**

As submitted.

### **Emergency Management**

As submitted.

### **Human Resources**

Not in attendance.

### **R -1c Emergency Services Division**

As submitted.

Deputy Chief Hari noted that all Division Chiefs and Staff Directors within Emergency Services were in attendance, other than BC Santos, if there were questions.

Deputy Chief Hari explained that the Training Center welcomed Captain Kinne to the Training Division.

Deputy Chief Hari stated that Division Chief Conway shared with him that the District received the American Heart Association – Mission: Lifeline® Regional STEMI Trailblazer Achievement Award as a part of the Greater Metro Portland Region. The award was presented

for implementing specific quality improvement measures at a regional level as outlined by the Association for treating patients who suffer severe heart attacks.

Deputy Chief Hari noted that he and Division Chief Corless had been working on the C800 Board. Several years ago, a C800 bond was passed for the county radio system. The project was coming to a close and it was remarkably on budget. He explained that with this, the District would be able to be reimbursed for radios.

Director Cross noted that Captain Kinne had helped to promote diversity in the fire service and was working with helping women decide if a firefighting career was for them. He expressed that she had done a lot of great work.

### **R -1c.1 Emergency Medical Services/Training**

As submitted.

### **Health and Wellness**

As submitted.

### **R -1c.2 Financial Services**

Finance Director Day noted that interest rates were going down along with the ending fund balance.

Finance Director Day brought up a PERS rumor that was going around. When Senate Bill 1049 went through re-amortization, it re-financed the entire outstanding debt for several more years. In 2035, it would still have a \$10 billion balance, when this was expected to have a balance of zero. The benefit of this would be lower monthly payments.

Finance Director Day also shared that they are saying that for the next PERS buy in, July 1, 2021, folks could see very close to zero change.

### **R-1c.3 Operations**

As submitted.

### **R-1c.4 Training Division**

As submitted.

### **R -1d Volunteer Services**

As submitted.

Volunteer Services Battalion Chief Deters shared the training for the month.

Volunteer Services Battalion Chief Deters noted that the recruit class orientation was held in August. They brought the volunteers in a couple weeks early for paperwork so on their first night, they were able to start training right away.

Volunteer Services Battalion Chief Deters shared that the explorers helped with the Oregon City Smoke Alarm Campaign in August as well as the First Responders Night.

Volunteer Service Battalion Chief Deters shared the shift coverage for the month.

Director Syring asked how many volunteers were in the current Volunteer Academy. Volunteer Services Battalion Chief Deters answered that there are 21 volunteers in the Academy.

Director Syring thanked the volunteers for the work done at the Happy Valley National Night Out. He added that people in his community (Happy Valley) always had great things to say about these events.

### **R-1c.6 Volunteer Association President's Report**

Volunteer Association President Kragero shared that volunteers connected with families and the community at National Night Out in a non-emergent environment.

Volunteer Association President Kragero explained that the volunteers also participated in Boring Dully Day Ice Cream Social, Happy Valley Movie Drive- in, Damascus Cruise- in Day and First Responders Night.

Volunteer Association President Kragero noted that with the new Volunteer Academy, they would be rolling new volunteers out with regular volunteer drills on Wednesday and Thursday nights. This would integrate the new volunteers into the Fire District's system sooner. He thanked CFD #1 Training and staff for their creative support and outlook on new ways to train.

### **Facility Maintenance**

As submitted.

Facilities Director Vallance noted that Facilities Maintenance Techs II Dinsmore and Thompson had been working on getting the water tower at Station 13 up and running. He thanked them for their work.

Facilities Director Vallance also thanked Facilities Maintenance Tech II Thompson for his work on the remodel at Station 21. They were finishing the change to make it into the rehab station and getting it ready for community room use.

### **B. Correspondence**

Noted.

### **C. Informational Items**

Noted.

**D. Next Meeting**

The next meeting would be on Monday, October 21, 2019 at 6:00 pm at Station 5.

President Trotter invited everyone to have birthday cake for Director Joseph's birthday.

**XI. REGULAR BOARD MEETING RECESSED**

President Trotter recessed the regular Board of Directors' meeting at 7:42 pm.

He explained that there would be a 20-minute break before beginning the Executive Session.

**XIII. EXECUTIVE SESSION CALLED FOR THE PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES PURSUANT TO ORS 192.660 (2)(i)**

President Trotter called the Executive Session to order at 8:02 pm.

President Trotter adjourned the Executive Session at 8:35 pm.

**XIV. REGULAR BOARD MEETING RECONVENED**

President Trotter reconvened the regular Board of Directors' meeting at 8:36 pm.

**XV. ADJOURNMENT**

The regular board meeting was adjourned at 8:42 pm.

Karen Strejc  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors

**From:** Chief Charlton

**CC:**

**Date:** October 21, 2019

**Re:** Intergovernmental Agreement (Contract for Service) with Estacada Fire District #69

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## **Action Requested**

Request the Board authorize the Fire Chief to enter into an Intergovernmental Agreement between Estacada Fire District #69 and Clackamas Fire District #1 for Fire Protection and Emergency Medical Services, the transfer of Estacada employees and legal integration.

## **Background**

In 2015, Clackamas Fire District #1 (District) entered into an Intergovernmental Agreement (IGA) with Estacada Fire District #69 (EFD) per Oregon Revised Statute (ORS) Chapter 190 for a limited number of services. In 2017, the IGA was amended to add additional services and specified that a feasibility study would be initiated. In 2019, both agencies entered into a Cooperative Services Agreement and through an Request for Proposal (RFP) process, used Emergency Services Consulting International (ESCI) to conduct a formal feasibility study based on an agreed upon scope of work. The results of that study were delivered to both Boards of Directors in July 2019 with a recommendation of legal integration in the form of a merger. There was no specific strategy on how to move from an IGA to legal integration, if both Boards desired.

In July 2019, EFD through an Interagency Committee meeting requested a formal proposal for an expanded IGA commonly referred to as a contract for service from the District. Through a number of Board committee / staff meetings, Board meetings and legal review, a final proposal for a contract for service was developed. On October 16, 2019, EFD will discuss and vote on the proposed contract for service and on October 18, 2019, CFD's Board will be discussing the contract for service in a work session. On October 21, 2019, CFD's Board will be asked to consider approval of the contract for service.

The proposed contract for service is set to begin January 1, 2020 and terminate on June 30, 2021. The contract for service includes the transfer of EFD employees and volunteers to the District, the District providing full services to EFD and a legal integration vote in November 2020 in the form of a merger. This contract for service (IGA) will be known as a "Master

Agreement” for fire and emergency medical services and will supersede all other agreements between the District and EFD.

**Budget Implications**

The District will receive \$1,458,256 for services from January 1, 2020 through June 30, 2020 and \$2,865,941 for services from July 1, 2020 through June 30, 2021.

**Recommendation**

Recommend the Board authorize the Fire Chief to enter into an Intergovernmental Agreement between Estacada Fire District #69 and Clackamas Fire District #1 for Fire Protection and Emergency Medical Services, the transfer of Estacada employees and legal integration.

**INTERGOVERNMENTAL AGREEMENT BETWEEN ESTACADA FIRE  
DISTRICT #69 and CLACKAMAS FIRE DISTRICT #1 FOR  
FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES,  
THE TRANSFER OF ESTACADA EMPLOYEES, AND  
LEGAL INTEGRATION**

This Intergovernmental Agreement (Contract for Service) is entered into by and between Estacada Fire District #69 ("EFD") and Clackamas Fire District #1 ("DISTRICT") pursuant to ORS Chapter 190. It supersedes all other existing agreements for services between the parties. This Intergovernmental Agreement (the "Agreement") is entered into under the authority granted to the parties by ORS 190, which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform.

The parties agree as follows:

1. Term and Legal Integration Vote. The term of this Agreement is 18-months, beginning on the 1st day of January 2020, and terminating on the 30<sup>th</sup> day of June 2021. The governing bodies agree to refer a legal integration vote to the electors in November 2020 in the form of a merger resolution and referral.

2. Scope of Services. DISTRICT agrees to provide fire protection, fire prevention, emergency medical services and other services to EFD generally consistent with the services currently provided within the DISTRICT ("Services"). However, in providing Services, the DISTRICT will assign priority to the Services by taking into consideration both Parties' environment, timelines, and needs, as well as the DISTRICT's own obligations, policies and procedures, as they may be changed from time to time. The Parties will discuss timelines prior to initiating Services under this Agreement.

DISTRICT agrees to:

- A. Provide fire protection and emergency medical services throughout EFD boundaries in a manner consistent with this Agreement and within the staffing guidelines established in Appendix 'A', including the use of the DISTRICT'S vehicles, equipment, apparatus and sufficient personnel to operate the vehicles, equipment and apparatus. These Services shall be provided subject at all times to the DISTRICT's priorities and needs to assure adequate fire protection and emergency medical services to the DISTRICT. Under this condition, if the demands of EFD exceeds the DISTRICT's capability to provide Services under this Agreement the DISTRICT agrees to use mutual aid agreements as may be necessary to supplement the DISTRICT'S vehicles, equipment, apparatus and personnel.
- B. Use due diligence to maintain continuous (twenty-four hours per day, seven days per week) fire protection and emergency medical services, which shall at least be consistent with Appendix A. Subject at all times to the Indemnification and Insurance provisions herein, under no circumstances is the DISTRICT liable to

EFD for an interruption or failure of service caused by acts of God, unavoidable accident, or other circumstances beyond the control of the DISTRICT

- C. Provide oversight of all Administrative functions of EFD.
- D. Staff EFD Station 330 with a combination of career and support volunteer personnel, Provide EFD Station 333 with volunteer personnel and DISTRICT will provide 24-hour Chief Officer coverage to EFD all in accordance of Appendix A.
- E. Review building and construction plans for compliance with applicable fire codes and ordinances within EFD.
- F. Investigate fires within EFD.
- G. Review and propose fire codes and ordinances for adoption by EFD and perform fire inspections.
- H. Enforce applicable fire codes, ordinances, regulations, policies / procedures and statutes.
- I. Conduct fire prevention and education programs within EFD including civic group participation, presentations at schools, and other community events. These programs and activities will be consistent with current DISTRICT programs.
- J. Maintain, for EFD, adequate records of activities as may be required by the Insurance Services Office and the Oregon State Fire Marshal.
- K. Provide Emergency Medical Services (EMS) oversight to include training, quality assurance, quality improvement, recertification, pilot projects, research, medical direction, and other EMS activities as determined by the DISTRICT and the DISTRICT's designated Medical Director and staff.
- L. Provide Information Technology (IT) services in accordance with DISTRICT policies, practices, and procedures.
- M. Participate in mutual aid agreements with fire protection providers that are contiguous with EFD, establish, and maintain automatic aid agreements.
- N. Provide emergency management planning for EFD and shall commit command staff to emergency operations center / fire operations center when activated. Such participation shall include cooperation in emergency preparedness exercises at least annually to test EFD's emergency management plan.
- O. Provide Financial Management functions to EFD as currently provided to the DISTRICT. Also, a copy of the complete annual budget and audit (including the management letter) of the DISTRICT shall be provided to EFD.

- P. Administer and coordinate the volunteer program and volunteer operations including the distribution of volunteer reimbursement and benefits, oversee EFD's relationship with the Volunteer Association, coordinate staffing, recruitment, training, and program reporting. The DISTRICT will follow all current IRS accountable plan regulations.
  - Q. Provide Wellness Services for all career and volunteer personnel.
  - R. Provide Training for all career and volunteer personnel.
  - S. Provide Logistics Service in accordance with DISTRICT purchasing, procurement, distribution, and surplus policies and procedures.
  - T. Provide to EFD Fleet Maintenance Services for all apparatus and vehicles. The DISTRICT will maintain EFD apparatus and equipment to the same standard as used by the DISTRICT. EFD and the DISTRICT shall agree to a fleet plan that establishes an Apparatus and Equipment Reserve Fund for apparatus and vehicle replacement in accordance with established DISTRICT practices. The DISTRICT will manage and report financial management of this fund in accordance with the scope of services.
  - U. Provide to EFD Facility Maintenance Services for all stations to include the training tower and auxiliary buildings. The DISTRICT shall maintain EFD's facilities in a state of good repair. The DISTRICT shall pay for all utilities for the EFD facilities. EFD and the DISTRICT shall agree to establish a Land and Facilities Reserve Fund for capital maintenance/replacement needs, which EFD will fund. The DISTRICT will manage, expend and report financial management of this fund in accordance with scope of services.
  - V. DISTRICT shall not be required to duplicate those efforts or services regularly provided by other governmental agencies nor shall the DISTRICT be required to provide any services, which are or are hereafter specifically reserved by law for any other governmental agency.
  - W. Provide EFD with regular reports and evaluations of the Services under this agreement.
  - X. Inform EFD of all new developments, issues, or concerns affecting the operations of the EFD. EFD shall notify the DISTRICT of any developments or issues concerning the Agreement in advance of any public announcement on the subject.
3. Compensation.
- A. EFD agrees to pay the DISTRICT ONE MILLION, FOUR HUNDRED AND FIFTY EIGHT THOUSAND, AND TWO HUNDRED FIFTY SIX DOLLARS (\$1,458,256) for the Services provided from the time period beginning January 1,

- 2020 until June 30, 2020. EFD also agrees to pay the DISTRICT, TWO MILLION, EIGHT HUNDRED SIXTY FIVE THOUSAND AND NINE HUNDRED AND FOURTY ONE DOLLARS (\$2,865,941) for the Services provided from the time period beginning July 1, 2020 until June 30, 2021.
- B. EFD agrees to pay the DISTRICT the amount set forth in Section 3.A in equal monthly installments payable on the 1st day of each month beginning January 1, 2020.
  - C. The DISTRICT will assist EFD to levy taxes within applicable constitutional limits during the term of this Agreement sufficient to provide the payments required to be made to the DISTRICT during this Agreement in accordance with scope of services.
  - D. None of the provisions of this Agreement shall be construed to create for either party any right, interest, or ownership in any real or personal property of the DISTRICT used for the performance of this Agreement unless agreed to.
  - E. If, during the term of this Agreement the taxing authority of the DISTRICT and / or EFD is limited by a State-wide ballot measure, Legislative action, a Court decision, any other reason, and if, as a result of the tax limitation, the DISTRICT is unable to provide the level of service described in Section 2 above, or if EFD is unable to pay DISTRICT for the established levels of service, the parties agree to renegotiate this agreement in good faith or to agree to an earlier termination of this agreement.
  - F. EFD agrees to appropriate funds to pay the contract fee in a timely manner. If EFD fails at any time to appropriate the funds necessary for this Agreement, this agreement will terminate upon not less than thirty (30) days written notice from DISTRICT notwithstanding the provisions of Section 12.
  - G. The DISTRICT will manage all grants on behalf of EFD. EFD agrees to allow the DISTRICT to apply for grants and other sources of revenue on EFD's behalf and any grants awarded may be used for the DISTRICT'S implementation of this agreement or for other EFD purposes. The DISTRICT will discuss the need for matching funds, performance expectations and management of grants with EFD prior to submission of grant.
4. Financial Review. Each year, the DISTRICT will review the costs of performing this agreement to protect against cost shifting between agencies. The District will produce a report to the elected officials of both EFD and the DISTRICT that describes the outcome of the financial review. Amendments and modifications regarding the contract costs may be negotiated based on financial reviews provided. Notwithstanding the forgoing, the annual increase in the contract fee set forth in Section 3.A will be automatic.

5. Legal Advice. Each Party shall consult their own respective legal counsel, as they deem necessary. For actions involving both jurisdictions each Party's attorneys may collaborate as appropriate. Cost of their respective counsel will be borne by the respective agency.

6. Employees. All 10 current full-time employees of EFD shall transfer to DISTRICT effective January 1, 2020 and shall become full-time employees of DISTRICT. Employees' transfer rights will be determined per ORS 236.605 to 640 and the terms of any applicable collective bargaining agreement. Before transfer, the DISTRICT and EFD will ensure those employees have met all medical, fitness and other requirements as determined by the DISTRICT. Any EFD employee who does not successfully complete those requirements will be required to comply with DISTRICT requirements, policies and procedures at the time set by the DISTRICT. Failure to meet the DISTRICT'S requirements may affect that EFD employee's position on transfer or may be cause not to transfer the employee.

- A. The transferred employees will be subject to the DISTRICT salary scale and appropriate labor agreement, except that a transferred employee will not have their salary reduced below their EFD salary as of the date of transfer for the first twelve months of DISTRICT employment. Following expiration of the twelve-month period, the transferred employee will be placed at the closest salary for the position as designated under the DISTRICT salary schedule or labor agreement.
- B. The transferred employees shall be subject to all DISTRICT work standards, policies, and procedures and the applicable DISTRICT collective bargaining agreement as of the date of transfer. The transferred employees shall maintain their EFD date of hire (seniority) for purposes of determining benefits, layoffs, and leave accrual, except that no DISTRICT employee shall be demoted or laid off by reason of that seniority at the time transfer occurs.
- C. At the time of transfer, a transferred EFD employee shall:
  - 1) Retain any accrued sick leave;
  - 2) Retain up to 96 hours accrued vacation leave

- D. On the date of transfer, EFD shall pay each employee for any accrued vacation leave that is not retained by the employee and transferred to the DISTRICT.
  - E. Following the date of transfer, a transferred employee will accrue and be granted leave according to the rules of the DISTRICT or any applicable DISTRICT collective bargaining agreement.
  - F. Following the date of transfer, transferred EFD employees will be subject to the same privileges, including benefits, hours, and conditions of employment, and will be subject to the same regulations, as other DISTRICT employees.
  - G. Allocation of PERS Liability / Assets pursuant to ORS 236.610(7) and 238.231. The Public Employees Retirement System ("PERS") employer actuarial liabilities and assets of the transferred employees shall remain the responsibility of EFD. For the purposes of this section, "PERS employer actuarial assets" and "PERS employer actuarial liabilities" have the meanings set forth in Oregon Administrative Rule 459-009-0350.
  - H. If a majority of both districts' electors fail to approve a legal integration, any employees or volunteers transferred under this Agreement shall be subject to ORS 236.640, which provides a right of return to the original employer if the employee so desires.
7. Volunteers. All current and qualified fire service volunteers of EFD shall transfer to the DISTRICT effective January 1, 2020. All current fire service volunteers of EFD will be classified as either suppression or support. Before transfer, the DISTRICT and EFD will ensure those volunteers have met all medical, fitness and other requirements as determined by the DISTRICT. Any volunteer who does not successfully complete those requirements will be required to comply with DISTRICT policies and procedures to improve their medical / fitness condition in order to satisfy DISTRICT requirements. Failure to meet the DISTRICT'S requirements may affect that EFD volunteer's position on transfer or may invalidate the transfer.
8. Facilities and Equipment.
- A. Facilities and Equipment: Fire protection and emergency medical services facilities and equipment owned by EFD shall be available for the use of the DISTRICT during the term of this Agreement without charge. EFD shall retain ownership of all facilities and equipment owned by EFD and shall pay for capital improvements as determined by DISTRICT standards. If EFD decides to sell or transfer ownership of fire equipment or apparatus or any other facility or equipment of EFD that the DISTRICT uses to perform this agreement, EFD shall offer the DISTRICT a right-of-first-refusal to purchase all such facilities and equipment. EFD shall give the DISTRICT not less than 30 days prior written notice of EFD's intent to dispose of any such property and DISTRICT shall have

not less than 60 days from the receipt of EFD's notice of intent to dispose to respond in writing regarding whether it wishes to exercise its right of first refusal.

- 1) Prior to January 1, 2020, the DISTRICT and EFD will develop a plan for long-term ownership and or replacement plan of fire apparatus and equipment owned by EFD. The DISTRICT and EFD will agree on an amount, as budgeted funds allow, that EFD will annually transfer to an Apparatus and Equipment Reserve Fund. The DISTRICT will manage and report financial management of this fund in accordance with scope of services. Expenditures from the Apparatus and Equipment Reserve Fund will be jointly agreed upon by EFD and the DISTRICT.
- 2) The DISTRICT agrees to provide management of the EFD fire stations, including scheduling community rooms and ensuring that the community rooms are regularly available per DISTRICT Standard Operating Procedures.
- 3) Prior to January 1, 2020, the DISTRICT and EFD will develop an agreed upon inventory list of all EFD assets and determine age, condition and value at time of inventory.

B. Emergency Communications. DISTRICT shall pay for EFD's subscription and dispatch costs related to fire service communication and 800 MHz radio fees.

C. Insurance. DISTRICT shall pay for property insurance for all of the facilities, equipment and apparatus owned by EFD.

D. Identity. The DISTRICT will maintain the identity of vehicles and apparatus assigned to EFD stations. The DISTRICT shall identify that it serves EFD on apparatus, in promotional, website, social media, and educational materials.

9. Joint Oversight Review. A committee composed of five representatives—two elected representatives from EFD, two elected representatives from the DISTRICT, and the DISTRICT Fire Chief or designee—shall jointly consider the services provided, policy development, budget development, and financial aspects of the Agreement. The Joint Oversight Committee shall meet at least monthly for the first 6-months of the agreement and quarterly thereafter. Each party's Joint Oversight Committee members shall serve as liaisons to the other party's governing body. The liaisons will be allowed to participate in work session discussions of each party's governing body.

10. Planning, Coordination, and Legal Integration.

A. Planning Coordination. EFD and the DISTRICT agree to cooperate in good faith as described in Oregon Revised Statutes Chapter 195. The DISTRICT will participate in all comprehensive planning, plan amendments, and amendments to land-use regulations within EFD.

B. Legal Integration.

- 1) The DISTRICT and EFD will work towards Legal Integration in the form of a Merger by submitting a vote to the electors at the November, 2020 election. If the Merger is approved by a majority vote of the DISTRICT and EFD electors, the Parties agree as follows:
- 2) Both boards will follow ORS statutes to complete the Merger process.
- 3) Subject to ORS 198, if a majority vote supports a Merger, Clackamas will retain all five positions on the new Board. Qualified electors of both districts (including qualified Estacada Board members and residents) will be eligible to apply for the eligible positions #2 & #4 vacancies in the May 2021 election.
- 4) The 2015 DISTRICT general obligation bond payment obligations will not affect or be charged to Estacada taxpayers.

11. Hold Harmless and Insurance.

- A. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, EFD and the DISTRICT shall mutually hold each other harmless and indemnify each other, their respective Directors, employees, volunteers and authorized agents, all of whom were acting within the proper scope of their authority, against any and all costs, claims, actions, damages, losses and expenses (including all attorney(s) fees and costs), arising out of or related to the provision of the Services under this Agreement. Notwithstanding the immediately preceding, neither Party nor any elected and appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any claims, damage or liabilities occurring by reason of the willful misconduct of the other party, their officers, board members, employees, volunteers or agents or for any breach of contract claims regarding this Agreement.
- B. Both Parties agree to maintain insurance coverage in the minimum amounts necessary under the Oregon Tort Claims Act to cover public body liabilities and to name each other as an additional insured.

12. Termination. Except as otherwise provided herein, this Agreement may be terminated by either Party by giving twelve (12) months prior, written notice to the other Party. DISTRICT may terminate this Agreement with 60 days' written notice for EFD's failure to pay compensation as provided herein. In the event of such termination, DISTRICT shall provide EFD a reasonable opportunity to remedy the non-payment. This agreement may also be terminated upon mutual written agreement of both Parties.

13. Master Agreement. This agreement shall serve as the "Master Agreement" for fire and emergency medical services. Upon signing, the parties agree that this Agreement shall supersede all other Agreements between the parties.

14. Discrimination. The parties agree not to discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source of income in the performance of this Agreement.

15. Waiver of Breach. A waiver of any breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this Agreement.

16. Applicable Laws. At all times during the term of this Agreement, The DISTRICT and EFD shall comply with all applicable laws, ordinances, rules, and regulations of the United States of America, the State of Oregon, including all agencies and subdivisions thereof.

17. General Provisions. Unless otherwise specifically prescribed in this Agreement, the following provisions shall govern its interpretation and construction:

- A. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number.
- B. Time is of the essence of this Agreement.
- C. Unless otherwise specified in this agreement, any action authorized or required to be taken by the DISTRICT shall be taken by its governing body or Fire Chief.
- D. Every duty and every act to be performed by either party imposes an obligation of good faith on the party to perform such.
- E. Any provision or condition of this Agreement may be waived at any time, in writing, by the party entitled to the benefit of such provision or condition. Waiver of any breach of any provision will not be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

18. Dispute Resolution. The parties desire, if possible, to resolve disputes, controversies, and claims ("Disputes") arising out of this Agreement without litigation. To that end at the written request of a party, each party shall appoint a knowledgeable, responsible representative to meet and negotiate in good faith to resolve any Dispute arising under this Agreement. The parties intend that these negotiations be conducted by non-lawyer, business representatives. The discussions shall be left to the discretion of the representatives.

- A. If the negotiations do not resolve the Dispute within sixty (60) days of the initial written request, the Dispute shall be submitted to non-binding mediation with a mediator chosen by mutual agreement of the parties or, in the absence of such agreement, with a mediator appointed by the presiding judge of the Circuit Court for Clackamas County.
- B. Each party shall bear its own cost of these dispute resolution procedures. The parties shall equally share the fees of the mediation and the mediator.
- C. In the event the disputes or claims cannot be resolved under the above process, the dispute or claim shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland, and shall be conducted in Clackamas County, Oregon, unless otherwise agreed to by the parties.

19. Notice. All notices, reports, or demands required to be given in writing under this Agreement shall be deemed to be given when delivered personally to the person designated below, or his successor, or when five (5) days have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail or overnight air courier to the party to which the notice is being given:

To [*name of party*]: address]

Attention: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

With a copy to: [*name, address, and facsimile number of lawyer or other interested person*]

To [*name of party*]: address]

Attention: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

With a copy to: [*name, address, and facsimile number of lawyer or other interested person*]

20. Captions. The paragraph captions and headings in this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

21. Time Computation. Where the performance or doing of any act, duty, matter, payment, or thing is required hereunder and the period of time or duration for the

**EFD#69 and CFD#1 Contract for Services**

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performance is prescribed and fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period or duration of time. When the last day of the period falls on Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

**Clackamas Fire District #1**  
Fire Chief  
11300 SE Fuller Road  
Milwaukie, OR 97222

**Estacada Rural Fire District #69**  
Interim Fire Chief  
445 SE Currin St.  
Estacada, OR 97023

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as dated below.

**Clackamas Fire District #1**

**Estacada Rural Fire District #69**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Service Level**  
Appendix A

**Service Delivery**

The DISTRICT has identified a response coverage plan in accordance with its Standards of Cover (SOC) document, CFAI Accreditation best practices and the Clackamas Ambulance Service Area (ASA) for EFD. Emergency response travel times to structure fires and emergency medical incidents are divided into three response categories – urban, suburban, and rural. Staffing will initially include the following and may be modified based on service level criteria changes:

Station 330 – 9 FTEs (3 personnel assigned per shift 24/7) / Support Volunteers  
Station 333 – Volunteer Suppression Staffing as DISTRICT deems appropriate

The DISTRICT will provide 24/7 Chief Officer coverage to EFD for the command and control of emergencies and other assigned duties within EFD. This coverage will come from either the DISTRICTS north, south or east battalion chief.

The DISTRICT will increase operational staffing at Station 330 to 12 FTEs (4 personnel assigned per shift 24/7) July 1, 2021, if approved by the electors at the November, 2020 election

**Administrative Support staffing**

The DISTRICT will provide administrative support to EFD to accomplish the stated goals and objectives found within this contract. The DISTRICT will provide administrative support at Station 330 to help ensure a regular schedule for public access and to support EFD, DISTRICT and community needs.

**Emergency Medical Services**

The DISTRICT shall staff and equip each career response unit to an Advanced Life Support (ALS) paramedic level. Each volunteer suppression response unit will be staffed with a minimum Basic Life Support (BLS) EMT-Basic.

**Inspections and Investigations**

Fire and Life Safety Inspections and Fire Investigations will be established by the DISTRICT Fire Marshal. Frequency of inspections will include all target hazards at least once per year. Those include nursing homes, hospitals, schools and industrial facilities that utilize hazardous materials or conduct hazardous operations. Inspections in general business occupancies such as office complexes and retail outlets will be inspected as

determined by the DISTRICT inspection priority rating system. Inspection personnel will provide specialized services such as fire cause determination and, specialized occupancy inspections. Fire Investigators are on-call 24/7 as resources are available.

### **Specialized Rescue**

Along with the other services as outlined the HazMat, Water Rescue, and Technical Rescue services will be continued with a regional approach, in cooperation with local, regional, state, and federal agencies.

### **Community Liaison/Community Involvement**

The DISTRICT shall provide a public information officer (PIO) on-call 24/7, as resources are available. Community involvement will include participation and involvement in key organizations as defined by EFD and the DISTRICT.

### **Emergency Management**

The DISTRICT shall provide emergency management services to EFD to include annual drills, training, operational plan updates, support of Community Emergency Response Teams (CERT), and other preparedness activities as determined by the DISTRICT.

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors

**From:** Chief Charlton

**CC:**

**Date:** October 21, 2019

**Re:** Intergovernmental Agreement with Estacada Fire District #69

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**Action Requested** - Request Board authorize the Fire Chief to amend the current Intergovernmental Agreement with Estacada Fire District #69 (Estacada Fire) per section 17. Amendment – This Agreement may only be amended in writing executed by both Parties. This amendment would include a new effective date of December 31, 2019 with respect to the term

**Background**

The current Intergovernmental Agreement is set to terminate on October 31, 2019. Ongoing meetings with the respective Fire Districts' Interagency Committees led to a formal request from Estacada Fire for a proposal for a Contract for Service. Both Boards have approved moving the draft contract for service proposal to a formal vote of the Estacada Fire Board on October 16, discussion at the Clackamas Fire Board work session on October 18 and a formal vote of the Clackamas Fire Board on October 21. The extension of the current Intergovernmental Agreement until December 31, 2019 allows time to transition from the current IGA to a full contract for service. If either Board decides at their October meetings not to move the proposal forward, the current Intergovernmental Agreement will then terminate on October 31, 2019.

**Budget Implications**

If the term is amended to December 31, 2019, Clackamas Fire will continue to provide services and bill for those services as outlined in the agreement

**Recommendation** - Recommend Board authorize the Fire Chief to amend the current Intergovernmental Agreement with Estacada Fire District #69 (Estacada Fire) per Section 17.

Amendment – This Agreement may only be amended in writing executed by both Parties. This amendment would include a new effective date of December 31, 2019 with respect to the term.

# Memo

To: Board of Directors  
From: Chief Charlton  
CC:  
Date: October 21, 2019  
Re: Board Policy Manual Review

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Per Article 7.7 of the Board Policy Manual, in September of each year, the Board shall review the manual for any revisions. Per Article 3 of the manual, there is a two-step process to completing the review. The first step was to review the policies at the September 16, 2019 board meeting. The second step of the process will be for the Board to approve the revised policies at the October 21, 2019 board meeting.

Legal Counsel has completed a review of the current Board Policy Manual as well as staff and those changes are summarized below. Within the Board Policy Manual, changes in red and orange are from Legal Counsel and changes in blue are from Fire District staff. Appendix A changes are from Fire District staff and the Board President. Please note that no changes have been added to the draft manual since the September board meeting except an updated District map and the changes noted in Appendix A.

Preamble – Updated the number of community fire stations and personnel

ARTICLE 1 – Reaffirming the Boards role as a policy-making body

ARTICLE 2 – Reaffirming the duties of the Board

ARTICLE 3 – Minor edits

ARTICLE 4 – Minor edits

Clackamas Fire District #1 Map – The Fire District map has been updated to include Station 21

ARTICLE 5 – Updating 5.2 – Board Terms updated and the reference to Fire District Standard Operation Procedure (SOP) – Travel Authorization and Expense Reimbursement

ARTICLE 6 – Minor edits

ARTICLE 7 – Edits regarding discussions, deliberations and taking political stances

ARTICLE 8 – Minor edits

ARTICLE 9 – Edits regarding Board meeting location, public testimony, and voting

ARTICLE 10 – Edits regarding public records disclosure

ARTICLE 11 – Edits regarding list of responsibilities

ARTICLE 12 – No suggested edits

ARTICLE 13 – Edits regarding recent Urban Renewal changes

ARTICLE 14 – Edits regarding Enterprise Zones

APPENDIX A – Minor edits to committee descriptions and new assignments.



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

Revised ~~October 15, 2018~~ September 16, 2019

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<b>Purchasing Policyh</b>	

## Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

Multnomah County Fire District #12 – 1976 merger  
Milwaukie Rural Fire Protection District #56 – 1976 merger  
Clackamas County Fire District #1 – 1976 formed  
Redland Fire District #54 – 1988 merger  
Happy Valley Fire District #65 – 1988 merger  
Clackamas Fire District #71 – 1990 merger  
Beavercreek Fire District #55 – 1994 merger  
Oak Lodge Fire District #51 – 1998 merger  
Clarkes Rural Fire Protection District #68 – 2003 annexation  
City of Milwaukie – 2005 annexation  
City of Oregon City – 2008 annexation  
Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 20-21 community fire stations strategically located throughout the District with a workforce of more than 288 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 4.6X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



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

**SECTION 1**  
**CLACKAMAS FIRE DISTRICT #1**  
**BOARD OF DIRECTORS' POLICYES STATEMENTS**

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

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to ~~govern the activities and~~ shape the future of the District. At the same time, the Board reserves ~~for to~~ the Fire Chief and ~~the Chief's designated the professional~~ staff the sole and exclusive responsibility and authority to manage and supervise of the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies ~~and rules~~ of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

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

**ARTICLE 2: BOARD POLICIES**

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

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

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

In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the

~~validity of the remainder of the policy. In such a case, staff shall is automatically null and void without Board action and shall be delete or amend the offending policy and will report such actions to the Board. d from the accumulated body of policies and rules.~~

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, ~~as a Board rule~~, shall clearly specify the intent of the Board in interpreting the policy.

Board ~~rules-policies~~ may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. ~~Board rules may also be applied to remind the Board, staff, and public of the existence of applicable statutes.~~

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

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

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

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

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

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

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

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-

making goals and standards, as well as conducting the business of the Board.

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

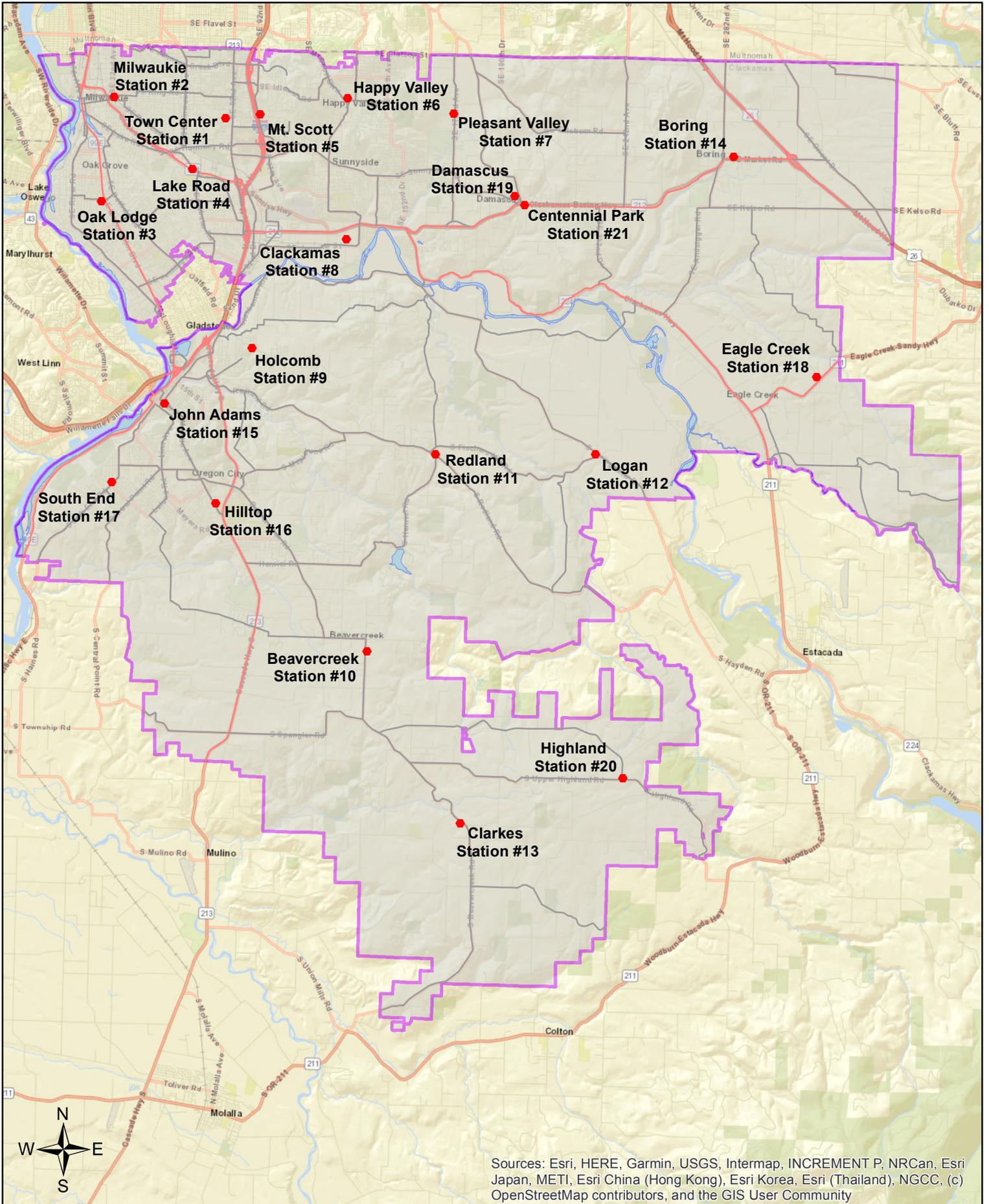
The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see attached map). The Board, by policy, shall carry out its responsibilities ~~and the will of the people of the District,~~ in keeping with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

**4.1**

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

**Clackamas Fire District #1 Map – station names and numbers**

# Clackamas Fire District #1 Service Area



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

## 4.2

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

## 4.3

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

## 4.4

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

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

The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (adopted January 21, 1991).

## 5.1

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

**5.2**

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

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/ <del>19</del> <u>23</u>
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/ <del>19</del> <u>23</u>
4	Jay Cross	6/30/21
5	Jim Syring	6/30/ <del>19</del> <u>23</u>

Resolution 90-06 – Local Contract Review Board and Public Contracting Rules

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

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

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

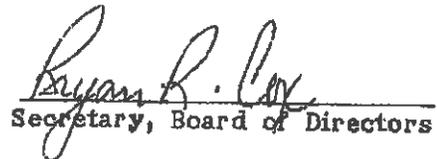
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

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

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

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

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

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

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

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

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

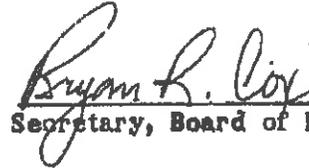
That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

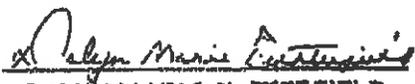
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

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

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

  
\_\_\_\_\_  
Chairman, Board of Directors

  
\_\_\_\_\_  
Secretary, Board of Directors

  
\_\_\_\_\_  
CALVIN MARIE BUTTERFIELD  
NOTARY PUBLIC OREGON  
My Commission Expires 2/26/94

### 5.3

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

### 5.4

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

### 5.5

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

### 5.6

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

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

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy

- District territory and boundaries
- District and Civil Service Rules and Regulations
- Labor and other major contracts

## 5.7

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

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

C90-18 – Establishing Board Member Compensation and Per Diem

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

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

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

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

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.100; and be it further

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

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

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

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

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

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

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement reasonable and prudent. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

### **5.8**

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

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

### **5.9**

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

### **5.10**

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

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

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

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

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

### **6.1**

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with

no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

## 6.2

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

## 6.3

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

## 6.4

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

## 6.5

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

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

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

## 7.1

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

## 7.2

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. No recusals or abstentions from Board votes shall be allowed unless a conflict of interest is reported. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

## 7.3

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

#### **7.4**

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

#### **7.5**

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

#### **7.6**

The Board members shall observe the Fire District's following Code of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

#### **7.7**

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

##### **January**

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

##### **February**

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

##### **March**

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

##### **April**

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

##### **May**

- ~~Board review of Economic Indicators~~

- Adoption of proclamation for Safety and Health Week in June

### June

- Swearing-in of elected/re-elected Board members (odd numbered years)
- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

### July

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

### August

- Adoption of proclamation for National Preparedness Month in September

### September

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

### October

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

### November

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

### December

- Board approval for District’s Insurance Carrier for next calendar year

## 7.8

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

## 7.9

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. Therefore, as a public entity, the Board will not promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures—measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing

legislative measures or providing neutral information on any measure, initiative, candidate, initiative, referendum or recall petition.

## 7.10

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

## ARTICLE 8: BOARD ~~ADVISORY~~ COMMITTEES/LIAISONS

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

### 8.1

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

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

### 8.2

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

### 8.3

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

## 8.4

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.710) and the Oregon Public Records Law (ORS 192.410 through 192.505).

## 8.5

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

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

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

### 9.1

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

### 9.2

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

### 9.3

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

### 9.4

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

## **9.5**

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

## **9.6**

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

## **9.7**

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

## **9.8**

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

## **9.9**

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

## **9.10**

A condensed version of Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board. Notwithstanding the above, all motions will require a second before proceeding to any discussion or a votes and the President must repeat the motion clearly and unambiguously prior to any vote. Board members must ask clarifying questions if they have any uncertainty about the effect of a vote or the motion being considered.

### **9.11**

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

### **9.12**

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes for certain matters. except for actions required otherwise by law or these policies. If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

### **9.13**

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

### **9.14**

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting due to a conflict of interest. No other abstentions, recusals, or failures to participate in a vote shall be allowed.; A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

### **9.15**

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

### **9.16**

The Board recognizes the following as news media organizations eligible to attend ~~executive session~~[Executive Sessions](#) because they have an established history of meeting the requirements of this policy.

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

### **9.17**

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

### **9.18**

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend ~~executive session~~[Executive Sessions](#) on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an ~~executive session~~[Executive Session](#) the organization wishes its representative to attend. The review of the request shall be based upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

### **9.19**

Standards for recognition for determining whether a news organization will be permitted to have its representative attend ~~executive session~~[Executive Sessions](#) will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.

- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a computer website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.-

## **9.20**

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

## **9.21**

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

## **9.22**

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

## **9.23**

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

## **9.24**

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

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

### **10.1**

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

### **10.2**

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

### **10.3**

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

### **10.4**

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

### **10.5**

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

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

### **11.1**

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

## 11.2

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

## 11.3

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

## 11.4

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

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

## 11.5

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

## **ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL**

### 12.1

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regards to

the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally- applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

**ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.**

**13.1**

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

**13.2**

OR ~~457.085~~ Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

**13.3**

OR ~~457.085 (5)~~ Chapter 457 provides ~~that any written recommendations of the governing body of a taxing district affected by a proposed urban renewal plan shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan~~ the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

**13.4**

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

### **13.5**

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

### **13.6**

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

### **13.7**

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

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

- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

## **ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES TAX ABATEMENT**

### **14.1**

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is ~~to provide an incentive to certain businesses to make investments in taxable property and to provide additional family wage employment in the community by allowing deferral of ad valorem taxes on the new investment property for three or five years, referred to in the statutes as tax exemption~~ stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

### **14.2**

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

### **14.3**

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

### **14.4**

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency

medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

#### **14.5**

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

#### **14.6**

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

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

- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.



APPENDIX A

CFD#1 BOARD COMMITTEES/LIAISONS

20178/20189

20189/201920

Staff Liaison

CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's ~~long-range~~ capital needs. *Quarterly (Minimum)*

Trotter  
Wall

Trotter  
Wall

Chief Charlton/  
Finance Director  
Christina Day

CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. *Monthly.*

Alt.: Trotter

Alt.: Trotter

Chief Charlton

EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. *Quarterly (Minimum)*

Cross  
Joseph

Cross  
Joseph

Division Chief  
Bill Conway

EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the ~~CEO~~ Fire Chief and to perform other duties as assigned by the Board ~~Chairperson~~ President. *Semi-annually (Minimum)*

Syring  
Wall  
Alt.: Joseph

~~Syring~~ Cross  
Trotter  
~~Alt.: Wall~~

Chief Charlton

FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The ~~Chairperson~~ President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the *bimonthly* Foundation meetings and provide updates at the monthly Board meetings.

Trotter

Trotter

Chief Charlton

LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals ~~on the District~~. *Quarterly (Minimum)*

Joseph  
Wall

Joseph  
Wall

Chief Charlton

INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. *Quarterly (Minimum)*

Joseph  
Syring  
Alt.: Trotter

~~Joseph~~ Trotter  
Syring  
Alt.: ~~Trotter~~ Joseph

Chief Charlton

VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. *Quarterly (Minimum)*

Syring  
Alt.: Trotter

Syring  
Alt.: Trotter

Battalion Chief  
Steve Deters



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

Revised ~~September 16, 2019~~ October 21, 2019

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

## Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

Multnomah County Fire District #12 – 1976 merger  
Milwaukie Rural Fire Protection District #56 – 1976 merger  
Clackamas County Fire District #1 – 1976 formed  
Redland Fire District #54 – 1988 merger  
Happy Valley Fire District #65 – 1988 merger  
Clackamas Fire District #71 – 1990 merger  
Beavercreek Fire District #55 – 1994 merger  
Oak Lodge Fire District #51 – 1998 merger  
Clarke's Rural Fire Protection District #68 – 2003 annexation  
City of Milwaukie – 2005 annexation  
City of Oregon City – 2008 annexation  
Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarke's, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 20-21 community fire stations strategically located throughout the District with a workforce of more than 288 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 4.6X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



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

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

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to shape the future of the District. At the same time, the Board reserves to the Fire Chief and the Chief's designated staff the sole and exclusive responsibility and authority to manage and supervise the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

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

**ARTICLE 2: BOARD POLICIES**

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

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

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

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

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, , shall clearly specify the intent of the Board in interpreting the policy.

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

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

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

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

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

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

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

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

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

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

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

**4.1**

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

**4.2**

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

**4.3**

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

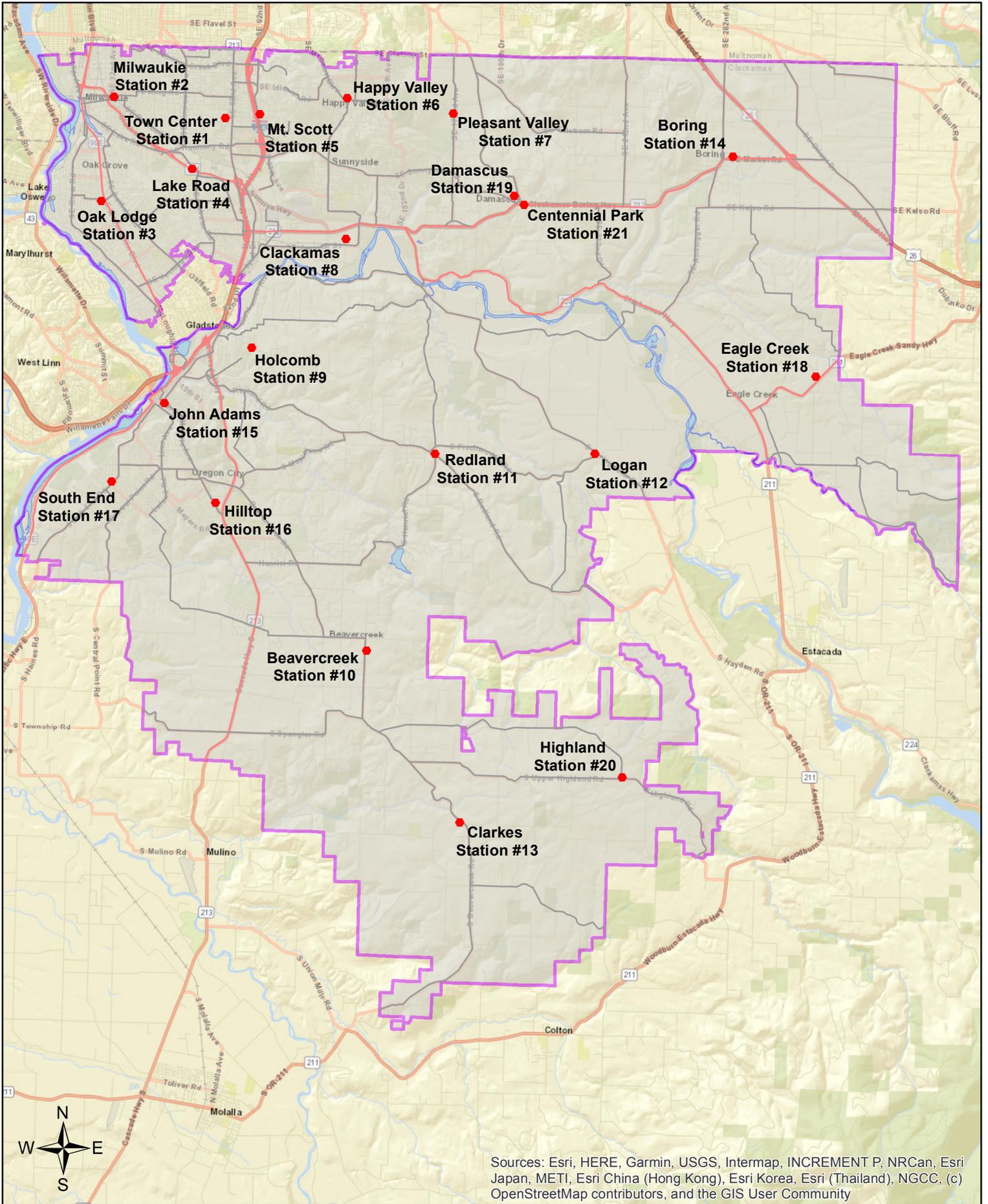
**4.4**

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

**ARTICLE 5: MEMBERSHIP OF THE BOARD**

The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (adopted January 21, 1991).

# Clackamas Fire District #1 Service Area



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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

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

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

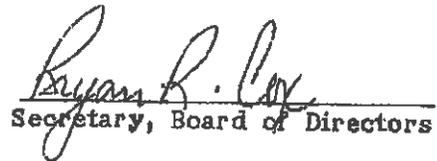
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

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

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

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

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

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

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

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

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

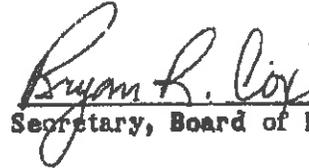
That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

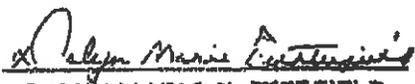
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

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

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

  
Chairman, Board of Directors

  
Secretary, Board of Directors

  
CALVIN MARIE BUTTERFIELD  
NOTARY PUBLIC OREGON  
My Commission Expires 2/26/94

**5.1**

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

**5.2**

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

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/23
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/23
4	Jay Cross	6/30/21
5	Jim Syring	6/30/23

**5.3**

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

**5.4**

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

**5.5**

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

**5.6**

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

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

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy

- District territory and boundaries
- District and Civil Service Rules and Regulations
- Labor and other major contracts

## 5.7

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

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

Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

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

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

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

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

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

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

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

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

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

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.100; and be it further

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

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

### **5.8**

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

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

### **5.9**

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

### **5.10**

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

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

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

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

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

### **6.1**

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

## **6.2**

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

## **6.3**

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

## **6.4**

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

## **6.5**

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

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

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

## **7.1**

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

## **7.2**

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. No recusals or abstentions from Board votes shall be allowed unless a conflict of interest is reported. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

### 7.3

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

### 7.4

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

### 7.5

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

### 7.6

The Board members shall observe the Fire District's Code of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

### 7.7

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

#### **January**

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

#### **February**

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

#### **March**

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

#### **April**

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

**May**

- Adoption of proclamation for Safety and Health Week in June

**June**

- Swearing-in of elected/re-elected Board members (odd numbered years)
- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

**July**

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

**August**

- Adoption of proclamation for National Preparedness Month in September

**September**

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

**October**

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

**November**

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

**December**

- Board approval for District’s Insurance Carrier for next calendar year

**7.8**

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

**7.9**

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing legislative measures or providing neutral information on any measure, initiative, candidate, initiative, referendum or recall petition.

## **7.10**

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

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

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

### **8.1**

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

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

### **8.2**

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

### **8.3**

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

### **8.4**

It shall be the responsibility of the Fire Chief to advise the various committees as to the

requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.710) and the Oregon Public Records Law (ORS 192.410 through 192.505).

## **8.5**

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

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

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

### **9.1**

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

### **9.2**

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

### **9.3**

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

### **9.4**

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

## **9.5**

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

## **9.6**

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

## **9.7**

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

## **9.8**

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

## **9.9**

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

## **9.10**

A condensed version of Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board. Notwithstanding the above, all motions will require a second before proceeding to any discussion or a votes and the President must repeat the motion clearly and unambiguously prior to any vote. Board members must ask clarifying questions if they have any uncertainty about the effect of a vote or the motion being considered.

### **9.11**

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

### **9.12**

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes for certain matters. . If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

### **9.13**

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

### **9.14**

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting due to a conflict of interest. No other abstentions, recusals, or failures to participate in a vote shall be allowed. A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

### **9.15**

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

### **9.16**

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

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

### **9.17**

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

### **9.18**

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend Executive Sessions on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an Executive Session the organization wishes its representative to attend. The review of the request shall be based upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

### **9.19**

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

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

## **9.20**

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

## **9.21**

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

## **9.22**

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

## **9.23**

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

## **9.24**

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

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

### **10.1**

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

### **10.2**

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

### **10.3**

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

### **10.4**

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

### **10.5**

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

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

### **11.1**

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

### **11.2**

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

### **11.3**

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

#### **11.4**

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

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

#### **11.5**

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

### **ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL**

#### **12.1**

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

**ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.**

**13.1**

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

**13.2**

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

**13.3**

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

**13.4**

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

**13.5**

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

### **13.6**

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

### **13.7**

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

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

## **ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES TAX ABATEMENT**

### **14.1**

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property

that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

## **14.2**

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

## **14.3**

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

## **14.4**

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

## **14.5**

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

## **14.6**

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

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



APPENDIX A

CFD#1 BOARD COMMITTEES/LIAISONS

	2018/2019	2019/2020	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's capital needs. <i>Quarterly (Minimum)</i>	Trotter Wall	Trotter Wall	Chief Charlton/ Finance Director Christina Day
CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. <i>Monthly.</i>	<b>Alt.:</b> Trotter	<b>Alt.:</b> Trotter	Chief Charlton
EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. <i>Quarterly (Minimum)</i>	Cross Joseph	Cross Joseph	Division Chief Bill Conway
EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. <i>Semi-annually (Minimum)</i>	Syring Wall <b>Alt.:</b> Joseph	Cross Trotter  Trotter	Chief Charlton
FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the <i>bimonthly</i> Foundation meetings and provide updates at the monthly Board meetings.	Trotter		Chief Charlton
LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals.. <i>Quarterly (Minimum)</i>	Joseph Wall	Joseph Wall	Chief Charlton
INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. <i>Quarterly (Minimum)</i>	Joseph Syring <b>Alt.:</b> Trotter	Trotter Syring <b>Alt.:</b> Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring <b>Alt.:</b> Trotter	Syring <b>Alt.:</b> Trotter	Battalion Chief Steve Deters

# Fire Chief's Office

To: Chief Fred Charlton and the Board of Directors  
 From: Public Information Officer Brandon Paxton  
 Re: Public Information Office Monthly Report – September 2019

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## District or Community Events:

- First Responder Brunch at OC Christian Church, Sept. 10
- Patriot Day of Remembrance in Oregon City, Sept. 11
- Hilltop Health and Safety Fair, Sept. 14
- Fire District's Annual Strategic Planning Retreat, Sept. 18

## Earned Media (TV, Radio and Print):

Total Story Count:	16
Total Audience:	101,848
*Total Calculated Ad Value:	\$2,351
*Total Calculated Publicity Value:	\$7,052

\*Calculated Ad Value uses the 30-second ad value multiplied by the detected length of the story or the printed ad value, and determines what the Fire District would have paid for the ads or broadcasts.

\*Calculated Publicity Value is when a news story appears during TV and radio broadcasts, or print media that is promoted as being much higher than the value of placing an ad or broadcast. The industry standard is to say that the story is actually three times more valuable.

## Social Media by the Numbers:

- Twitter: 10,726 Followers (10,658 in August)
- Instagram: 3,367 Followers (3,249 in August)
- Facebook: 7,788 Followers (7,659 in August)

## Public Messaging and Campaigns:

- Pedestrian safety/back-to-school
- National Preparedness Month campaign: "Prepared. Not Scared." Financial first aid kit, create a family emergency plan, practice emergency plan, teach children how to call 9-1-1, kids' involvement in building kit, volunteer within the community, and learning CPR
- Fire District and community-related events: Patriot Day Remembrance, OCPD Bronze his Boots Fundraiser, Hilltop Health and Safety Fair
- 9/11 Remembrance/Anniversary
- Recruitment for Fleet Technician and Mobile Communications Specialist
- BC Stewart's risk management article in *Fire Engineering* magazine
- Recognition in receiving the American Heart Association's 2019 Mission: Lifeline

- Regional Trailblazer Achievement Award
- 9-volt battery PSA

**Meetings Attended:**

- Annual CFD Board Retreat, Sept. 4
- Community Medic/Oregon City Rotary meeting, Sept. 12
- EMS/PIO fire district ride-along discussion, Sept. 17
- Organizational Chart meeting, Sept. 26
- DEQ meeting to discuss open burning and future, Sept. 30
- BC303 attended the OCPD's Chief's Advisory meeting on Sept. 17, BC303 and E315 attended the Canemah Neighborhood Association on Sept. 19 and provided Fire District updates on the following:
  - September is National Preparedness Month. This year's theme is: "Prepared. Not Scared."
    - Make an emergency plan and practice it. Practice a fire escape plan by having a home fire drill at least twice a year with everyone in the home. It's important to include kits in the disaster planning process. Website to download emergency planning document: [www.ready.gov/plan](http://www.ready.gov/plan).
  - October is Fire Prevention Month and CFD will be hosting a series of fire station open houses. Oregon City's open house is: Saturday, Oct. 26, Station 16: 19340 Molalla Ave., 1:00-3:00 p.m.

Respectfully submitted,

Public Information Officer Captain Brandon Paxton

# Business Services Division

To: Chief Fred Charlton and the Board of Directors  
From: Deputy Chief Doug Whiteley  
Re: Business Services Division Monthly Report – September 2019

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- Participated in the Board of Director's Planning Retreat.
- Met with staff regarding upcoming testing processes and planning.
- Met with Human Resources regarding hiring analysis.
- Prepared for the October Civil Service Meeting.
- Attended Bullard Law Training in Portland.
- Worked on organizational succession planning.
- Attended Interagency Meeting with Estacada Fire.
- Attended Estacada Fire District Board Meeting.
- Met with EM Ramirez regarding Emergency Preparedness Month planning.
- Facilitated planning meeting with Department Heads.
- Attended the Health and Safety Fair in Oregon City.
- Attended the Fire District's Annual Strategic Planning Retreat.
- Distributed 3rd batch of self-assessment manual assignments for the 2020 Accreditation.
- Attended Oregon City Chamber Board meetings and other Chamber functions.
- Attended Rotary Club meetings.
- Participated in the Continuity of Operation Plan table top exercise.
- Attended the monthly Labor Management Committee Meeting.
- Worked with Legal Counsel on several matters.
- Attended the Fallen Firefighter Memorial at DPSST.
- Worked on Accreditation self-assessment manual documents.
- Met with Local 1159 on various matters.

Respectfully submitted,  
Deputy Chief Doug Whiteley

\*\*Clackamas Emergency Services Foundation Board of Trustees' Meeting Minutes for July 23, 2019 to follow.



# CLACKAMAS EMERGENCY SERVICES FOUNDATION

11300 Southeast Fuller Road · Milwaukie, Oregon 97222 · tel: 503.742.2600 fax: 503.742.2800



## Meeting Minutes July 23, 2019

### EXECUTIVE COMMITTEE

#### OFFICERS

Kyle Gorman  
*President*  
Jerry Kearney  
*Vice President*  
Sherie Rosenbaum  
*Secretary/Treasurer*  
Fred Charlton  
*Ex-Officio*

### BOARD MEMBERS

Richard Anderson  
*Estacada Fire District #69*  
Michelle Chao  
*Michelle Chao, LLC*  
Fred Charlton  
*CFDI*  
Angela Fox  
*Clackamas Review/Oregon City News*  
Ron Gladney  
*Hotelier*  
Andrew Gordian  
*IAFF Local 1159*  
Kyle Gorman  
*Retired CFD1*  
John Higgins  
*Higgins Signs*  
Jerry Kearney  
*Volunteer Association*  
Frank Magdlen  
*Retired – US Bank*  
Sherri Magdlen  
*Director of Dev. for Search & Rescue*  
Ed Mura  
*Retired - Clackamas Co. Sheriff's Office*  
James Rhodes  
*Clackamas Co. Sheriff's Office*  
Sherie Rosenbaum  
*Stone Cliff Inn*  
Alex Roth  
*BPG Wealth Management*  
Don Trotter  
*Retired Architect*  
Craig Van Valkenburg  
*Willamette View, Inc.*

### HONORARY TRUSTEES

John Blanton  
Rob Carnahan  
Mark Cauthorn  
Gordon Day  
Bob Gross  
Ed Kirchhofer  
Jim Osterman  
Harvey Platt

President Gorman called the meeting to order at 12:03 pm.

President Gorman thanked Craig Van Valkenburg for lunch.

**Present:** Trustees Fred Charlton, Michelle Chao, Angela Fox, Andrew Gordian, Kyle Gorman, Jerry Kearney, Frank Magdlen, Sherri Magdlen, Ed Mura, James Rhodes, Sherie Rosenbaum, Alex Roth, Craig Van Valkenburg and Don Trotter; Harry Apelbaum with Rowe Middle School; Clackamas Fire District #1 staff Christina Day, Brandon Paxton and Karen Strejc; and guest Jasmine Schneider from Colton Fire District.

### INTRODUCTIONS

Introductions were made around the room.

President Gorman congratulated Michelle Chao for being approved as a Board Trustee member by the Clackamas Fire Board. He also welcomed Jasmine to the meeting.

### MINUTES

**Jerry Kearney moved and Sherri Magdlen seconded the motion to approve the meeting minutes from the May 28, 2019 meeting. The motion passed unanimously.**

### CORRESPONDENCE

Noted.

Don shared that he attended the life jacket event at the river on July 6<sup>th</sup> where Meg's Moments distributed over 1,000 jackets. Jerry shared he attended as well. Jerry noted that people were thankful to get the life jackets this year; while others thanked them for the life jackets they received last year sharing they were still using them this year.

Jerry suggested having a banner or sandwich board to share that the Foundation was a sponsor, donating funds to help purchase some of the life jackets.

### INFORMATIONAL ITEMS

Noted.

#### MISSION STATEMENT

“To provide humanitarian assistance to those who have been adversely affected by disaster, tragedy, injury or other misfortune, and to work towards preventing such misfortunes in our community.”

## **PRESENTATION- Request for Funds for Food for Success**

Harry Apelbaum, a counselor from Rowe Middle School, introduced himself and thanked the group for having him.

Harry shared that Food for Success started at Rowe Middle School about 10 years ago, by the Social Worker that was there prior to him. The program was designed to meet the needs of the students. Rowe Middle School was a low income school, where 70% of students were low income.

Harry explained that one of the school readiness goals was to end school-time hunger. Rowe was a Title 1 school so it also provided a free lunch to low income students anytime between 11:20 am to 1:50 pm.

In the last school year, they spent just over \$14,000 for the Food for Success program, primarily on snacks.

Harry explained why Food for Success was important:

- Mealtimes at school were spread out and middle school kids needed to eat every two to three hours for optimal energy.
- Many families couldn't afford to send their child to school with snacks every day.
- Some families couldn't afford regular lunches, even with reduced lunch prices. Also, not all students qualify for free lunch.
- Data has shown that if a snack was provided between meal times it can help with behavior and hunger. Getting a boost of energy helps students focus and learn.
- Snacks can help students feel a connection with the school community.

Harry explained they have \$8,000 currently in their account from a one-time grant on the East coast. He has applied to all the local Neighborhood Associations and has received some grants from them. He has an application out to the Clackamas Peace Officers. The Rotary Clubs are huge partners.

Harry shared that to make it through the 2019- 2020 school year, they needed roughly \$5,000 - \$6,000 to meet their needs.

It was asked if the school had an after school program. Harry said yes, they did and it was run by the Boys and Girls Club. They just received a five-year grant to run this program.

Sherri asked if he had applied to the county for small grants. Harry said he had not yet, but he would look into it. Sherri shared that the deadline to submit a grant was the second week in August.

Harry invited the Trustees to lunch during the school year.

Harry shared that his ideal goal, along with the steering committee, was to move towards a sponsorship program where they would have two or three partners that they could count on each year.

Harry shared that he had contacted Bob's Red Mill for donations.

Harry noted that he is working on getting this program sustainable.

Harry shared that currently, the types of snacks that were distributed were granola bars and cheese sticks. The snacks were distributed by Teachers in class. He shared that they were centralizing this into the cafeteria, where kids would get their snack at lunch and then be able to eat it when they needed to.

## **OLD BUSINESS**

### **Finances**

#### **Financial Report**

Christina Day noted that the financial report was emailed out on Monday. Hard copies were distributed at the meeting. It was included in the packet, item 6.a.1.

Christina shared that the total funds was \$266,000. All but about \$17,000 of that total was in Merrill Lynch. She explained that the interest rate was really good, adding about \$350 each month to the account in interest earnings.

Christina noted that she was trying to keep the dinner/auction expenses separated by year in the budget reports, so it would be easier to see what the net profit was.

Christina shared that she brought copies of the audit for those who wanted it.

President Gorman noted that last month, the Foundation donated almost \$18,000 in the Community Assistance Fund. In 2018, we gave about \$17,500. He also noted that halfway through the year, the Foundation had generated close to \$2,000 in interest.

It was noted that the Auditor's cost was reasonable.

#### **Community Assistance Fund Usage**

Karen noted that there was a separate handout that showed a list Andrew prepared. This list showed what had been used so far in 2019, January through July. Andrew shared that this list was just the Clackamas Fire side usage. Karen shared that CCSO did use funds several times as well.

It was asked what percentage of the payroll deductions were from the Sheriff's Office. Christina shared that no donations were received from them.

#### **Auction/Dinner Committee Update**

Don shared that the Foundation dinner auction would be on March 14, 2020.

Don noted that the Foundation Dinner Auction Committee had met twice since the last Trustee meeting. The budget was one of the main discussion topics. They had been reviewing what they expected to do and what they wanted to do. They now had a budget they were working towards.

Don shared that in 2019, they had \$76,858 in total revenue. For 2020, they were projecting \$109,990 in total revenue. They were optimistic that with some more hard work, they will be able to get more business sponsors.

They planned to increase prices slightly. Individual tickets would go from \$60 to \$75 per person and Business Tables would go from \$1,000 to \$1,250. Personal Tables will be \$750, for a table of 10. The sponsors will stay at \$7500 for Gold sponsors and \$5000 for Silver sponsors.

Don shared that we need to figure out more silent and oral auction items. They were also looking for more businesses to help sponsor such as those involved in public safety. Don asked the group for help with these tasks.

Don distributed cards with Krystle's phone number and email address. He asked that if anyone had a business in mind that may be interested to let Krystle know and she would follow up and contact them. She would explain all the details to them.

Don explained that they also have specialty sponsors including a bar sponsor. He talked about a business having their logo on all the drink tickets and their drinks would be free for them at the event. This sponsorship would be \$3000.

Don stated that the theme for this next years' dinner auction would be the Roaring 20's.

Don requested that the Trustees purchase tables. He shared there were only five tables left to purchase. They were currently reserving tables the payment for them could be made later. There would be a total of 23 tables with eight tables being personal tables.

Don explained that the increase in revenue would come from the increase in various aspects of the dinner auction, not just one component.

Jasmine volunteered to be on the dinner auction committee.

Michelle suggested that within the next week, Trustees think of a group of people who could help provide contacts in businesses for Krystle to contact.

## **NEW BUSINESS**

### **Request for Foundation Funds**

#### *Food for Success*

Don shared that last year, he went to help present the funds. He noted how this group was so thankful and used the money so well. He was in favor of supporting them.

Don made a motion for the Foundation to donate \$5,000 to Food for Success and Sherie seconded the motion. Discussion followed.

Michelle recommended donating \$6,000. Sherri shared that her daughter taught there and saw the effects of students being hungry.

Sherie brought up Charles' Produce, wondering if they would donate, noting they had cases of fruit that don't get used due to the limited shelf life.

President Gorman noted that Harry was concerned about getting through this year. The Foundation could help give a boost in the donation to get through this year by going to \$6,000.

Don withdrew his motion. Don voted that the Board approve to give \$6,000.

**Don Trotter moved to grant \$6,000 to Food for Success for Rowe Middle School. Angela Fox seconded the motion. The motion passed unanimously.**

### **MISCELLANEOUS/GOOD OF THE ORDER**

Jerry expressed that he wanted to have a way to identify the Foundation as donors at events such as the Meg's Moments life jacket giveaway and the Safety Fair in September.

Ed Mura shared that he went to Molalla Fire regarding the Community Assistance Fund. They knew nothing about this fund. Fred will contact them to share more about it. Ed requested a generic cash box to show groups how it is used. Ed will be going to Molalla Police Department next. Fred shared that he could get a group of law enforcement and fire agencies together to discuss this.

Ed brought up the food banks, and how they have people come in that have a need for money. He wondered if it would be a worthwhile idea, to have a money box kept with someone trustworthy at the food bank, with CESF funds, that could be used for those who need it at food pantries, etc. Sherri suggested to keep it with fire and police, and someone with the food bank could refer the folks to fire or police for assistance. President Gorman shared that the firefighters almost always purchase items, and almost never give cash out. Discussion followed. It was noted that having the receipt was important.

Don commented on the new CESF website. He shared that he thought it was good that they had one. On the CESF website, under donations, it listed the Blazer Alumni Golf Tournament, which is no longer done and also Boring Fire, which was now part of Clackamas Fire District. However, it did not list the dinner auction. Other than these changes needing to be made, he thought the website looked good.

President Gorman noted that the website was inadequate. He shared that there was a lot more information that could be added. There were opportunities to improve the website. He suggested that a clear list of expectations needed to be given to Patrick.

President Gorman suggested that Trustees follow the website page and ask friends and business associates to follow as well.

Group discussion followed about the website.

Michelle suggested listing all of the causes that the Foundation had helped over the years and post these on the website.

Jasmine suggested listing the sponsors from the dinner auction on the website as well.

Sherri shared she could check with Higgins Signs to see about a sandwich board or sign advertising CESF.

Michelle shared that she used Buz White Screenprint Inc. for real estate signs. She said that they have a pop-up banner option. She thought they the Foundation needed a banner for larger events.

Michelle, Sherri and Jerry would work on getting signage. Michelle would contact Buz White Screenprint Inc. to get an estimate for the signs.

Michelle asked if the Foundation had a flyer to provide at events that list what causes the Foundation has donated to. President Gorman asked to have the list of who the Foundation has donated to and sponsors ready by the time we give the check to Rowe Middle School.

Jasmine asked if the Foundation had a designated hashtag to use. She suggested having this available for people to use at events. President Gorman shared that this would be researched.

#### **NEXT MEETING**

The next Foundation meeting is scheduled for Tuesday, September 24, 2019 at 12:00 pm at the Mt. Scott Fire Station.

Lunch will be provided by Angela Fox.

#### **ADJOURNMENT**

Craig moved and Jerry seconded the motion to adjourn the meeting.

The meeting adjourned at 1:11 pm.

Karen Strejc  
Executive Assistant

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Joshua Gehrke

Re: Business Services Division Monthly Report – September 2019

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- Attended the National Fire Service Behavioral Health Symposium in Denver
- Conducted platform work for the new quarterly check-in process for employee appraisals
- Beta tested Resilient First app and Responder REL8 app for potential use in building resilience and connection among our members
- Continued to work on writing for the Accreditation process
- Attended the Organizational Development Committee meeting
- Prepared for and attended the Fire Industry Educational Resource Organization (F.I.E.R.O.) conference in North Carolina with Chief Hari to present Station 16 and 19 with Camilla Cok from Henneberry Eddy Architects.
- Attended the Fire District's Annual Strategic Planning Retreat
- Attended the Estacada board meeting for the contract for service presentation
- Attended labor management committee meeting
- Attended interagency meeting for the contract for service presentation
- Aided in the process of moving forward the hiring process in Fleet, Logistics, and ITS.
- Additionally, members from the organizational development committee refined elements of the four categories to be covered in the quarterly check-in and annual appraisal report process. In summary the four areas include the following:
  - **Mission** - To include renewed focus on mission of the Fire District through job description, supervisor expectations, and other District guiding documents.
  - **Development** - To include competencies for current position or desired position, smart goals, education, certifications and goals.
  - **Wellness** - To include work life balance and managing resilience through District resources and building team relationship.
  - **Feedback** - To include all forms of feedback needed to refine individual and team performance.
  - All areas are intended to capture the great work being performed all over the Fire District through formalizing the informal interactions that occur every day.

Respectfully submitted,  
Division Chief Joshua Gehrke

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Division Monthly Report – September 2019

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

## Engines

- 2-114 E310- Engine codes, PM and other write ups
- 2-118 E314- Radiator leak- Replace
- 2-113 E321- Engine surge when pump is in gear
- 2-123 E317 and 2-125 E306- Back up camera install and warranty flow meter upgrade work

## Trucks / Heavy Rescue

- 2-207 T319- PM and write ups
- 2-208 T316- PM and write ups
- 3-370 HM303- Install and wire in the new laptop computer

## Brush Rigs / Water Tenders/Boats

- 2-364 B318- Had new engine installed, PM and other final repairs prior to placing back in service.
- 2-334 WT324- No Throttle control- OOS
- 2-932 B319- Water depth transducer

## Staff Vehicles / Medic

- Several staff cars in for PM and minor repairs
- 2-569 Whiteley- PM and write ups, door latch and recall
- 2-445 M303- PM and other write ups
- 2-446 M316- PM and other write ups, check engine light and warranty issue
- 3-700 BC301- PM and write ups
- 2-704 BC Reserve- PM and write ups

### Other Items

- Fleet scheduled in all of Canby's frontline pumper, medics and some staff vehicles for their PM and minor write ups for completion.
- The fleet technician process began and we received 19 candidates who went through the review and we plan to bring nine of them in for a panel interview.
- Fleet did some reorganizing inside the new shop for tool and equipment storage as well as divided the old building in half to accommodate moving in Facilities equipment into the first two bays.
- We have begun trying to figure out the best way to maintain Estacada Fire with current staffing levels as to not affect current service to our own and other IGA fleets.

Respectfully Submitted,

Fleet Director Bill Bischoff

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Information Technology Services Director Oscar Hicks

Re: Information Technology Services Division Monthly Report – September 2019

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## Initiated

- Succession Planning / Staff analysis
- Division goals realignment
- CJIS audit (network file share / applications)

## In Progress/On-going

- Telestaff Upgrade
- Infrastructure security audit / update
- Mobile communication audit
- HP DaaS – Desktop as a Service
- ITR – Information Technology Review
- 130<sup>th</sup> Campus move / consolidation
- FTE backfill ITS Mobile Specialist
- Public Safety Plan via Verizon iPhone update (Phase II)
- Managed Services research and engagement
- Munis – ADFS integration for Single-Sign On

## Completed

- iPads and Intterra - Reporting & Analytics
- CAD replacement / alternative – FieldOps
- Sophos Email security / filtering
- Public Safety Plan via Verizon (Phase I)
- Pre-plan data update process w/ CCOM
- Active Directory User account audit

Respectfully submitted,

Information Technology Services Director Oscar Hicks

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Director DeAnn Cordes

Re: Logistics Division Monthly Report – September 2019

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

- Logistics filled and delivered 256 orders entered into Munis. This was down 26.95% from September of last year.
- Logistics filled and delivered 28 controlled medication orders; which was down 10.71% from September of last year.
- Staff attended and represented Logistics at the EMS Committee Meeting.
- Staff attended the Strategic Organizational Planning retreat in Oregon City.
- Attended the Regional Logistics Meeting held at Portland Fire. We meet quarterly and rotate with the location; this meeting was held at Portland Fire. After the meeting, we had a tour of Portland Fire uniform's warehouse. It is always nice to get ideas on how other agencies organize and inventory their stock items.
- Panel interviews were held for the open Logistics Assistant position. Eighteen people were interviewed. Chiefs' interviews will be in October.
- Attended a work session between Water Environmental Services (WES) and the Fire District regarding PFAS chemicals in our firefighting foam and other products.
- Assisted with the assembly and re-assembly of equipment for Interface Engine 306.
- Made changes to ID/access badges and alternative devices as needed id: additions, deletions and changes. Communicated with Sonitrol for those changes.

Respectfully submitted,

Logistics Director DeAnn Cordes

# Business Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Fire Marshal Shawn Olson

**Re:** Fire Marshal's Office Monthly Report – September 2019

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**Engineering** Fire Marshal's Office staff reviewed 73 buildings and land use projects in the month of September 2019. In addition, six new business inspections were conducted, as well as 16 new construction inspections.

**Enforcement** A total of 323 inspections were carried out in the month of September 2019. These included fire and life safety inspections, special inspections completed by the Fire Marshal's Office staff, and the lockbox and target hazard inspections completed by the fire companies.

**Public Education** Fire Marshal's Office staff and companies conducted or participated in 18 community activities during September 2019. These include Hands-Only CPR Presentations, Fire Safety Presentations, Station Tours and a number of other public events.

Papa Murphy's and Safeway received flyers to hand out to advertise the Hilltop Health & Safety Fair that was set for September 14<sup>th</sup>.

On September 24<sup>th</sup>, FMO staff partnered with TVFR at George Fox University for a residential fire sprinkler side-by-side burn demonstration. Incoming students learned about fire safety in the dorms and the importance of fire sprinklers.

FMO staff planned and prepared for Fire Prevention Month. In addition to a fire station open house every Saturday in October, staff will be teaching Fire Safety in numerous classrooms throughout the District.

**Investigation** Three FMO staff members attended the annual IAAI-Fire Investigation Conference in Newport the week of September 16<sup>th</sup>.

## **Additional Notes from the Fire Marshal**

- High Density Residential Housing Task Force - Future proposal for legislative code change to add security fencing around multi-family and wood framed high rise buildings. Working with Fire Marshals around the state. This is in response to the Wilsonville

Villebois fire a few months ago.

- Thank you to all who assisted in the success of our annual Hilltop Health & Safety Fair. Special thanks to the Clackamas Fire District #1 Volunteer Association for their generous donation of \$750.00 that went towards purchasing all the bike giveaways.
- Attended the Oregon City Business Alliance luncheon.
- Attended the Oregon Fire Sprinkler Coalition meeting. Future plans to actively participate in code amendments and recommendations to lower costs of residential fire sprinkler systems in single family dwellings.

Respectfully submitted,

Fire Marshal Shawn Olson

**Fire  
Prevention  
Week**  
October 6 - 12, 2019

**Not every hero  
wears a cape.**

**PLAN  
and  
PRACTICE**  
your  
**ESCAPE!**

[firepreventionweek.org](http://firepreventionweek.org)



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# Create a Home Escape Plan!



CLACKAMAS FIRE DISTRICT #1

## Map it out



Draw or map out the layout of your home, marking two exits from every room (typically a door and a window) and a path from each exit to the outside.

## Smoke alarms



Mark the location of all smoke alarms in your home. There should be at least one on every level, in each bedroom, and near all sleeping areas. Test the alarms monthly to make sure they are working.

## Meeting place



Pick a meeting place outside in front of your home where everyone will meet upon exiting.

## 911



Make sure everyone knows how to call 911 from a mobile phone or neighbor's phone once they are safely outside.

## FIRE STATION OPEN HOUSES

**Saturday,**  
**October 5, 2019**

1:00-3:00 p.m.  
Fire Station 19  
19750 SE Damascus Ln.  
Damascus, OR

**Saturday,**  
**October 12, 2019**

1:00-3:00 p.m.  
Fire Station 6  
12901 SE King Rd.  
Happy Valley, OR

**Saturday,**  
**October 19, 2019**

1:00-3:00 p.m.  
Fire Station 3  
2930 SE Oak Grove Blvd.  
Milwaukie, OR

**Saturday,**  
**October 26, 2019**

1:00-3:00 p.m.  
Fire Station 16  
19340 Molalla Ave.  
Oregon City, OR

**Thursday,**  
**October 31, 2019**

6:00-8:30 p.m.  
Fire Station 18  
32200 SE Judd Rd.  
Eagle Creek, OR

Clackamas Fire District #1 Fire Marshal's Office: 503-742-2660  
For more information visit [www.clackamasfire.com](http://www.clackamasfire.com)

## Clackamas Fire Inspections

2019 Occupancy Inspections January - September		
Assigned To	Actions	Completed
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	568
	2 YEAR PREVENTION OFFICE	209
	HAZ MAT INSPECTION	1
	Lock Box	67
	TARGET HAZARD WALK THRU	54
	APARTMENT PROGRAM 1 YEAR	421
	4 YEAR PREVENTION OFFICE	9
	MARIJUANA FACILITY INSPECTION	16
	4 YEAR LOW HAZARD INSPECTION	24
Division, Fire Marshal Office	Total	1369
	Grand Total	1369

2019 Special Inspections September		
Assigned To	Actions	Completed
Division, Fire Marshal Office	FIRST REINSPECT	22
	NEW BUSINESS INSPECT	6
	NEW CONSTRUCTION INSPECTION	16
	OPEN BURNING	8
	PLAN REVIEW	73
	SPECIAL INSPECTION	18
	TENANT IMPROVEMENT	6
Division, Fire Marshal Office	Total	149
	Grand Total	149

## Estacada Fire Inspections

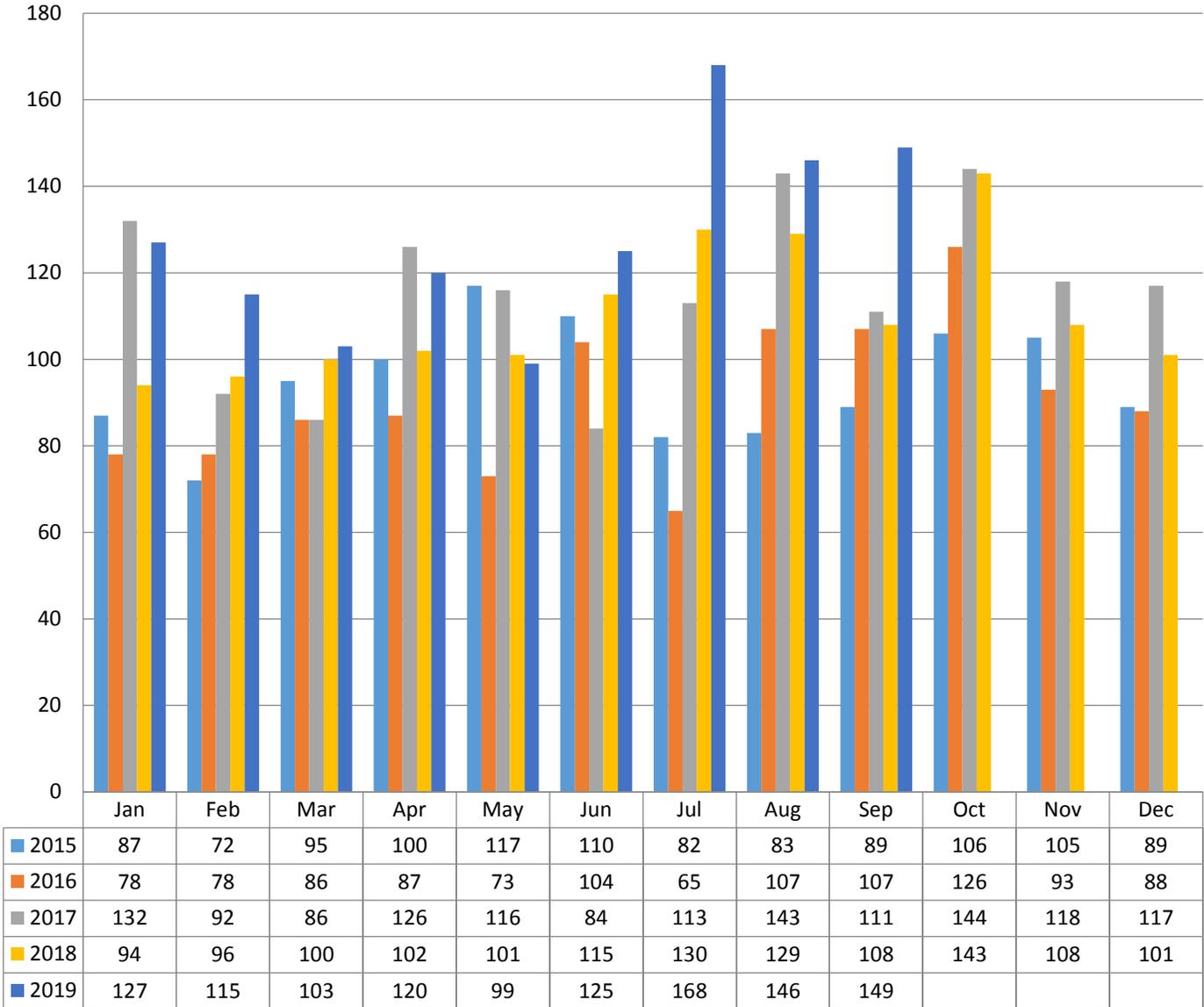
January - September				
Assigned To	Actions	Scheduled	# Done	% Done
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	90	37	41.11%
	2 YEAR PREVENTION OFFICE	7	1	14.29%
	APARTMENT PROGRAM 1 YEAR	14	14	100.00%
	MARIJUANA FACILITY INSPECTION	4	3	75.00%
	4 YEAR LOW HAZARD INSPECTION	20	10	50.00%
Division, Fire Marshal Office	Total	135	65	48.15%
Grand Total		135	65	48.15%

2019 Estacada Inspections September		
Assigned To	Actions	# Done
Division, Fire Marshal Office	MARIJUANA FACILITY INSPECTION	2
	1 YEAR PREVENTION OFFICE	2
	2 YEAR PREVENTION OFFICE	0
	4 YEAR LOW HAZARD	1
Division, Fire Marshal Office	Total	5
Grand Total		5

2019 Estacada Special Inspections September		
Assigned To	Actions	# Done
Division, Fire Marshal Office	NEW BUSINESS INSPECT	1
	FIRST REINSPECT	1
Division, Fire Marshal Office	Total	2
Grand Total		2

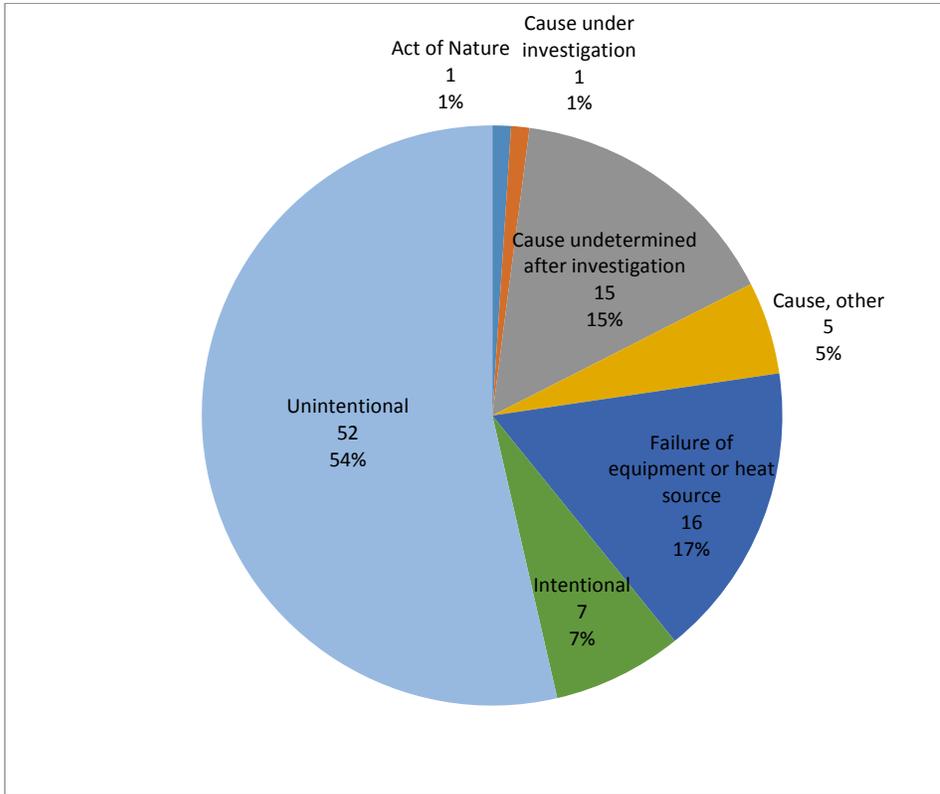
## False Fire and Medical Alarm Responses

*Information within this category will be used for the purpose of cost recovery pursuant to Ordinance 09-01*



Monthly Average		
2015	95	Incidents
2016	91	Incidents
2017	115	Incidents
2018	111	Incidents

## Clackamas Fire District #1 2019 Structure Fire Cause of Ignition



Year	Fire Cause of Ignition	Incidents	%
2015	Cause under investigation	0	0.00%
	Cause undetermined after investigation	11	12.79%
	Cause, other	1	1.16%
	Failure of equipment or heat source	15	17.44%
	Intentional	5	5.81%
	Unintentional	54	62.80%
<b>2015 Total</b>		<b>86</b>	<b>100.00%</b>
2016	Act of Nature	2	2.56%
	Cause under investigation	1	1.28%
	Cause undetermined after investigation	11	14.10%
	Cause, other	2	2.56%
	Failure of equipment or heat source	9	11.54%
	Intentional	4	5.13%
	Unintentional	49	62.80%
<b>2016 Total</b>		<b>78</b>	<b>100.00%</b>
2017	Act of Nature	2	2.15%
	Cause undetermined after investigation	17	18.28%
	Cause, other	1	1.08%
	Failure of equipment or heat source	18	19.35%
	Intentional	8	8.60%
	Unintentional	47	50.54%
<b>2017 Total</b>		<b>93</b>	<b>100.00%</b>
2018	Act of Nature	0	0.00%
	Cause under investigation	1	0.88%
	Cause undetermined after investigation	22	19.30%
	Cause, other	5	4.39%
	Failure of equipment or heat source	24	21.05%
	Intentional	7	6.14%
	Unintentional	55	48.25%
<b>2018 Total</b>		<b>114</b>	<b>100.00%</b>

**Data on 111-Building Fire's only within Clackamas Fire Dist. FMZ's  
Data Excludes: Cooking and Chimney Fires**

# Business Services Division

**To:** Chief Fred Charlton and the Board of Directors  
**From:** Data Systems Director Shelby Hopkins  
**Re:** Data Services Monthly Report – September 2019

- To date, emergency response incidents are trending 6.27% higher than in September 2018. Call volume is trending with 2017 at 0.75%.
- Attended Operations meeting and FMO staff meeting to provided Intterra program overview.
- Participated in the 2019 Board of Directors' Planning Retreat.
- Provided ESO program presentation to Executive Team.
- Staff met with Access archiving company and discussed contract options.
- Attended First Watch/First Pass program demonstration with EMS team.
- Staff attended Organization Development Committee meeting.
- Staff attended Fire District's Annual Strategic Planning Retreat
- Met with Clackamas County GIS to discussed ASA zone boundaries and data sharing.
- Attended COOP Table Top Exercise.
- Participated in Executive Team Organization planning meeting.
- Hosted Records Management Liaisons meeting.
- Cost Recovery Claims Summary Report as of October 2, 2019:

	# of Claims	Claim Amount	Average \$ / Claim
<b>False Alarm</b>			
In Process	44	\$10,003.58	
Closed Not Paid	10	\$2,210.76	
Closed Paid	128	\$35,800.03	\$279.69
	<b>182</b>	<b>\$48,014.37</b>	
<b>Fire</b>			
In Process	3	\$10,470.81	
Closed Not Paid	1	\$1,200.50	
Closed Paid	1	\$1,172.54	\$1,172.54
	<b>5</b>	<b>\$12,843.85</b>	
<b>Hazmat</b>			
In Process	9	\$4,577.20	
Closed Not Paid	7	\$2,812.10	
Closed Paid	8	\$7,892.16	\$986.52
	<b>24</b>	<b>\$15,281.46</b>	
<b>Inspection</b>			
In Process	6	\$1,141.62	
Closed Not Paid	16	\$1,066.80	
Closed Paid	7	\$1,879.29	\$268.47
	<b>29</b>	<b>\$4,087.71</b>	
<b>MVA</b>			
In Process	113	\$40,447.20	
Closed Not Paid	83	\$15,545.94	
Closed Paid	23	\$12,528.50	\$544.72
	<b>219</b>	<b>\$68,521.64</b>	
<b>Total In Process</b>	<b>175</b>	<b>\$66,640.41</b>	
<b>Total Closed Not Paid</b>	<b>117</b>	<b>\$22,836.10</b>	
<b>Total Closed Paid</b>	<b>167</b>	<b>\$59,272.52</b>	<b>\$354.93</b>

Respectfully submitted,  
 Data Systems Director Shelby Hopkins

# Business Services Division

To: Chief Fred Charlton and the Board of Directors  
From: Emergency Manager Gregg Ramirez  
Re: Emergency Management Monthly Report – September 2019

---

## Work completed

- Attended Local Emergency Planning Committee table-top exercise planning meeting.
- Attended Cities Emergency Manager workshop.
- Bold Planning conducted a table-top exercise for the D1 COOP stakeholders.
- Produced a short presentation for D1 personnel on the subject of personal and family preparedness.
- Supported the National Preparedness Month campaign with information on our website and social media platforms.

## Work ongoing

- Oregon Emergency Manager's Association conference planning (8 October).
- Immunization Outreach Clinic planning (6 November).
- Working with Captain Kilgras on improving the current contagious patient response protocols.
- Planning for Alliance Charter Academy earthquake and reunification drill (October 17<sup>th</sup>).

## CERT activities for August

- Conducted the annual Community Emergency Response Team (CERT) Summit (over 50 participants).
- Island Station Neighborhood (information and recruiting).
- Oak Lodge CERT conducted a deployment exercise.
- CERT supported the Providence Hospital Safety Fair.
- Hilltop Safety Fair – CERT staffed a preparedness and recruiting tables.
- Conducted a communications exercise.

Respectfully submitted,

Emergency Manager Gregg Ramirez

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Human Resources Director Trish Noble

Re: Human Resources Division Monthly Report – September 2019

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- Scheduled Logistics Assistant panel interviews, coordinated and held panel interviews, and scheduled Chief interviews.
- Completed application review and scheduled Fleet Technician panel interviews.
- Reopened the Mobile Communications Specialist job posting and advertisements.
- Completed accreditation assignment 7B: 1-4.
- Created the October Civil Service packet.
- Completed Target Solutions Bullying Training.
- Created the DFM Lt. job positing.
- Participated in NEOGOV's Quarterly Webinar.
- All HR Staff Attended the Fire District's Annual Strategic Planning Retreat
- Attended the Records Management Liaison Meeting.
- Participated in the Intro to Oregon Public Health Records Law webinar.
- Assisted Volunteer Services with their Explorer job posting.
- Updated employee files with certifications, change of address, assignment changes, etc.
- Tuition reimbursement term pre-approvals.
- Worker's Comp claims and return to work.
- Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
- Processed Observer Ride-Along requests.
- Processed temp labor hires.
- Attended New Perspectives on Health Savings Account seminar.
- Completed all HR department accreditation assignments for Criterion 7A, 7B, 7D and 7E.

- Attended 2019 Board of Director's Planning Retreat.
- Began discussions on collaboration of Emerging Leaders class for non-sworn staff with CCC.
- Participated in Continuity of Operations Plan (COOP) Table Top Exercises.
- Processed subpoena requests.
- Organizational Development Committee Meeting on ADORE platform use.
- District-wide staff training sessions through SDAO website: September's topic was Bullying in the Work Place.
  
- **Insurance Benefits:**
  - Attended the Quarterly performance meeting with HYAS/VOYA.
  - Our quarterly HYAS/Voya meetings are moving from quarterly to semi-annual beginning in Sept 2019.
  - Continue to educate and help employees with claims, forms, and/or the different benefits that we have.
  - Finishing up the compensation package outlines for the different positions.
  
- **LBG:**
  - LBG has completed our benefits website with all the new and updated information.
  - Scheduling a Health Joy presentation for the Insurance committee to view the details of the app, to potentially offer to our employees.
  
- **Health Trust:**
  - In September, our Trust paid out an offset to 35 retirees in the amount of \$7,665.86.

Respectfully submitted,

Human Resources Director Trish Noble

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Deputy Chief Ryan Hari

Re: Emergency Services Division Monthly Report – September 2019

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- Participated in the monthly operations meeting.
- Attended the monthly Fire Defense Board meeting.
- Participated in the 2019 Board of Directors retreat.
- Participated in a regional operations group meeting.
- Worked on the Training Center grounds project, preparing a request for proposal (RFP).
- Prepared for FIERO conference presentation re: Station 16 and 19.
- Attended and presented at FIERO in Raleigh, NC.
- Worked on health trust issues.
- Worked on fire station alerting project.
- Attended the annual planning retreat.
- Attended the Fallen Firefighters Memorial at DPSST.
- Finalized an agreement with Clackamas Community College regarding the temporary fire station.
- Attended the monthly Water Rescue Consortium meeting.

Respectfully submitted,

Deputy Chief Ryan Hari

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Bill Conway

Re: Emergency Medical Services Division Monthly Reports – September 2019

---

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

- Attended weekly EMS Division staff meetings
- Attended monthly Board meeting
- Chaired ASA Strategic Plan Task Force meeting
- Chaired Single Resource Response work group meetings
- Attended ESO setup meeting
- Attended 2019 Board of Directors' Planning Retreat
- Met with County staff regarding strangulation protocol
- Attended numerous ASA pilot program meetings
- Attended FY19 GEMT kickoff meeting
- Attended Fire District's Annual Strategic Planning Retreat
- Hosted First Watch demo and meeting
- Attended District Labor/Management meeting
- Attended District Org Chart meeting
- Attended Oregon State Fire Chiefs EMS Section meeting
- Met with TVFR and LOFD regarding EMS issues

Respectfully submitted,

Division Chief Bill Conway

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Medical Services Chief Josh Santos

Re: Emergency Medical Services Division Monthly Report – September 2019

---

- Participated in video shoot with CCSO for 7 day old baby cardiac arrest story
- Attended ASA Strategic Planning Taskforce
- Attended OPS meeting
- Attended Meeting with AMR Operations Manager
- Attended EMS Committee Meeting
- Worked with ASA Taskforce, Single Resource Response Workgroup, on developing pilot projects
- Attended ESO charting platform internal planning meeting
- Traveled to Seattle for ESO charting platform conference
- Planned 8th Chain of Survival ceremony scheduled for October 7th, 2019 – Met with Survivors
- Attended and presented at the 2019 Board of Directors' Planning Retreat
- Attended First Responders Brunch – Oregon City Christian Church
- Attended Community Medicine grant funding planning meeting
- Meeting with CCOM to explore options for ambulance only to Sunnyside Kaiser Campus pilot
- Attended Fire District's Annual Strategic planning Retreat
- AMR Dispatch – Did a 4-hour sit-along with dispatcher to better understand process
- Attended First Watch/First Pass demonstration – Data dashboard quality assurance platform
- Facilitated set up of Paramedic internship for employee, Owen Holder
- Attended EMS Section meeting in Salem
- Attended District Organizational Chart meeting

Respectfully submitted,

Medical Services Chief Josh Santos

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Community Paramedic AmyJo Cook

Re: Emergency Medical Services Division Monthly Report – September 2019

---

- Attended ESO charting/set up meeting
- Assisted two Milwaukie Police/Project Hope referrals
- Attended Bridges to Change/project Hope meeting
- Assisted Adult Protective Services with three field evaluations
- Presented to Gladstone Rotary about Community Paramedic Program
- Assisted 10 Project Hope referrals with access to resources
- Assisted frequent user crew referral with peer mentor and other supportive services
- Attended follow up meeting with Oregon City Rotary for assistance with Resource Fair
- Assisted Public Health with Board of Health presentation in October
- Facilitated vaccination meeting with Clackamas Fire to develop pandemic protocol/partnerships
- Distributed 2 narcan kits to residents at risk of opioid overdose
- Facilitated Hands only CPR/AED training for Veteran's Village residents and staff
- Attended Fire District's Annual Strategic Planning Retreat
- Presented Project Hope/Oregon City Police partnership implementation plan
- Attended monthly Naloxone meeting with Public Health
- Assisted client with transition from assisted care to hospice
- Assisted client with disability funds safety measures
- Attended Vaccination Clinic event planning session(event set for 6 November)
- Attended Clackamas Service Center fundraising lunch
- Assisted high 911 user with access to care/medications(she has had a significant drop in 911 use since August 2019)

Respectfully submitted,

Community Paramedic AmyJo Cook

# 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 – September 2019

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- Performed many make up MCI Drills from August
- Attended ESO Northwest User Group meeting in Seattle, WA with other D1 members
- ESO Project – Meetings and work continue
- Attended both EMS Committee and EPIC Meetings
- MAT Meetings begin for October sessions
- Recorded MAT Video at TVF&R studio to prepare for MAT
- ECCEMSA held annual board meeting with association Chiefs
- Attended Fire District's Annual Strategic Planning Retreat
- Held First Watch/First Pass demo at CFD1 Training Center with Clackamas County Partners
- Work on re-PLL of Active Violent Event Kits is nearly complete
- Met with multiple vendors this month about new technology in EMS Training
- Attended Clackamas County EMS QA/QI
- Attended EMS Division Weekly Meeting
- Continue work with DC Gehrke on new evaluation tools for probationary FF
- Attended weekly Training Division Staff meeting
- ASA Workgroup planning continues
- EMS Operations Committee Meeting- Continue to Chair this group. Next meeting October 7
- EKG Monitor Workgroup – survey has gone out, collecting responses
- Medical Equipment Standardization Workgroup- In progress

Respectfully submitted,

EMS Training Officer Mike Verkest

**Student Enrollment and Course Evaluation Summary**

Number of Classes Offered at Each Location								
Class Type	Sep-19							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			4	2				
HS FA, CPR & AED				1			1	
HS CPR & AED				1			1	
HS FA				1			1	
ACLS Renewal			1	1				
PALS Renewal			1	1				

Clackamas Fire Station Enrollment by Location								
Class Type	Sep-19							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			56	28				
HS FA, CPR & AED				7			13	
HS CPR & AED				6			2	
HS FA				1			0	
ACLS Renewal			7	8				
PALS Renewal			8	7				

Clackamas Fire Student Evaluation Summary -- September 2019					
	1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)
Overall this course met my expectations:	1	2	3	4	5
			2	13	128
The program was relative to my work and extended my knowledge:			2	16	125
Adequate supply of equipment that was clean and in good working order:				10	133
Method of presentation enhanced my learning experience:		1	1	13	128
Classroom environment was conducive to learning:			1	11	131
Instructor(s) provided adequate and helpful feedback:			1	7	135
Student's rating of the instructor's overall effectiveness:					
	Poor	Fair	Satisfactory	Good	Excellent
			1	8	134
Student would refer a friend/colleague to take the same course:					
				Yes	No
				143	



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

**Comments from Clackamas Fire Student Evaluations -- September 2019**

Very thorough, learned new info.

Thorough. To the point. Gave great "real life" feedback during scenarios.

Loved the instructors presentation! Good use of humor & excellent knowledge! Thanks!

Second time taking this course with Victoria training. I will sign up under her class in another 2 years! She is an amazing instructor! Thank-you!

Thank you!

Good job!

Instructor was clear & concise which I very much appreciated.

Great instructor!

Nice job.

Victoria made the clas easy and touched on all the aspects of good CPR but also stressed the importance of relaxing and to not panic.

One of the best instrutors have had! Great job!

Victoria was great! To the point! Knowledgable!

Very well done course.

He explained everything easily to understand.

Coffee & hand sanitizer.

Excellent, efficient, thank you.

Thank you!

Fantastic training!

Very learning conducive & easily able to feel comfortable about.

Make it easier to figure out how to sign up for blended class on Cascade Training Website.

The instructor was approachable, energetic and very helpful.

This was one of the best I've taken. She made it very accesible & boiled it down to just necessary bits without covering the same things over & over.

Love hoe you work effective & kept us on track!

Thank you so much for this course!

I enjoyed our instructor. She did a great job presenting the material.

Chris is very informative and patient. Great instructor.

Thank you for explaining the important parts and not repeating things!

Swinct.

A handout would be good to review steps at a later time.

Good instruction!!

The projection equipment didn't work. Denise did a great job @ improvising though.

Denise was great! I learned so much!

Great course!!

Perfect!

Awesome instructor!

Second time w/ this instructor. She reads her groups well and adapts as needed.

Victoria handled the material, class & helpfulness well. Thank you for giving us good information.

Awesome!

Great class.

Most effective CPR/BLS I've taken. Instructor does not un-necessarily elaborate although makes important points easier to reemember. Class not too long - info easier to retain.

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health and Wellness Director Heather Goodrich

Re: Wellness Division Monthly Report – September 2019

---

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

- Coordinated new hire drug screens for administrative staff/temp labor. (1 person)
- Annual pre-physical testing for annual career firefighter/FMO/Chief pre-physical testing. (149 people)
- Annual career firefighter fasting blood draws onsite at stations. (29 people)
- Annual OSHA required hearing conservation training for career firefighters. (149 people)
- Immunizations were provided to career firefighters, volunteer firefighters and staff. (109 people)
- Medical testing performed (labs, TB, etc.) outside the baseline and annual testing. (6 retirees)
- Participated in multiple phone conferences and spent 20 hours starting to set up the new electronic medical records software system for Wellness. Anticipated completion by 1/1/20.
- Performed IAFF/IAFC complete annual fitness testing for career firefighters. (3 people)
- Performed submaximal treadmill, flexibility and endurance testing for career firefighters. (5 people)
- Seven site skinfold testing was performed on career firefighters. (149 people)
- On-site injury consultations and on-site treatment by the Athletic Trainer. (Saw 26 people for 33 injuries- 58 total visits)
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Ten injury and three exposure reports were submitted with two of the ten turning into a workers' compensation claim. All, but one of the on-the-job musculoskeletal injury reports were followed up with by the District Athletic Trainer.
- Coordinated volunteer injuries and return to work program. (1 person)
- Presented three hours of wellness curriculum (Bloodborne pathogens, hearing conservation, injury reporting and an introduction to our wellness program) to volunteer firefighter recruits.
- Provided requested health information and consultations to 4 firefighters and staff.
- Provided requested information about our program to TVF&R and Richmond Hill Fire (Ontario, Canada) 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 annual Strategic Planning Retreat, CFD Board Meeting, Estacada Board Meeting, Board of Directors Retreat, Organizational Chart Meeting, Safety Committee, Senior Staff, Records Management Liaison and the COOP/Bold Planning Meeting.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



# Clackamas Fire District #1

## Wellness Update

September 2019

Issue 229

### Health Question of the Month

**Q:** Is sparkling water as hydrating as regular water?

**A:** Yes, sparkling water (including the flavored kind) is just as hydrating as non-carbonated water. Sparkling water is plain water that has carbon dioxide added under pressure to create the bubbly effect. Science shows sparkling water is just as hydrating as regular tap water, and each glass counts towards your daily fluid intake. And if you're sticking to sparkling water without added sugar, acid or sodium, you shouldn't expect any negative health consequences (besides bloating and gas).

### Wellness News

- Career Pre-Physicals will take place in September and October. Heather will be sending paperwork and information about the appointment the week prior to your testing.



## U OF A STUDY AIMS TO HELP FIREFIGHTERS REDUCE CANCER RISK

For firefighters, sometimes the blaze is only half the battle.

"Regardless of who you are on the fire scene you get exposed to chemicals." Over the past 3 years, Dr. Jeff Burgess, Associate Dean for Research and Professor at the Mel and Enid Zuckerman College of Public Health, and Tucson Fire have researched ways to reduce cancer causing particles.

It began back in 2013, Captain John Gulotta of Tucson Fire reached out to Dr. Burgess for help. The two then obtained a grant via FEMA to begin their research. The research started with surveying 29 fires within a one year period and over 80 percent of TFD firefighters agreeing to be a part of the three year study.

"The urine will measure contaminants that the firefighters are exposed to both breathing in and through exposure—absorption through the skin. Then we looked at changes within the cell by collecting blood to see what effects those exposures had." said Dr. Burgess.

Capt. Gulotta said it was his role to go out to the fires when they happen, do the surveys, and then go back to the station to collect the samples. Then, he conducts another survey and meets with U of A researchers no matter the time of day. Gulotta said it was important they were consistent with the way they conducted things.

Then, this year, the results of their hard work finally came together.

"We have been analyzing all the chemicals in the urine we've been looking at the changes that occur at a cellular level and we have done statistical analyses to see if they changed over time. And we feel very confident with our results that we know what they're saying." said Dr. Burgess.

The initial results showed that a few simple fixes made a big difference.

"Getting dirty gear washed right when they come out called wash downs, making sure dirty gear is bagged so other people aren't exposed to it, and take a shower right when they get back to the station, remarkably reduce the amount of chemicals in their urine showing the interventions are effective." said Dr. Burgess.

How effective is this process? Dr. Burgess said they are able to reduce exposure by about a third when doing these methods. The wash downs have been in place for a while now at TFD.

Captain John Gulotta said it was another result that surprised him even more. It turns out, those who aren't on the front lines like fire engineers—were still being exposed. So they've now started putting them on SCBA and have seen a big reduction. "It's such an easy fix to put them on a piece of equipment we already have."

Another big push is for the research to help with workers compensation cases.

"Understanding how exposures lead to cancer can help with the workers compensation cases so that when firefighters get cancer, we know that it's work related and they can get workers compensation it can help with that." explained Dr. Burgess "And it can also help us figure out ways to prevent cancer from occurring. So if we know these changes we can work to find ways to either stop or reverse these changes. So that's work we've already done, it's already published and we're continuing to do some more advanced work there and again that's something that hadn't been looked at in other places."

Their main research is now on its way to be peer reviewed and then finally published. Dr. Burgess expects it to be fully completed by the end of the year, but Captain Gulotta knows their work is just beginning.

"Three years of studying the research, the findings that we have are really just now opening up the eyes to an extensive research." said Capt. Gulotta.

So that one day, the only thing firefighters across the United States have to fight are the flames.

"So it's spreading. It's a slow spread but that's how changes begin. A little bit at a time." said Capt. Gulotta.

### In this issue

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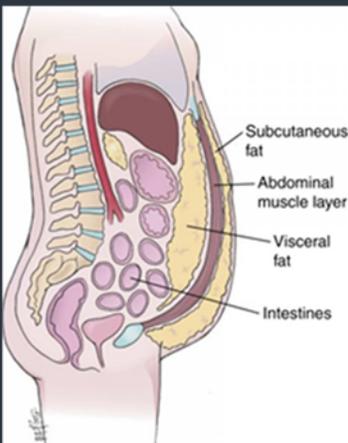
## Exercise Away Abdominal Fat

Exercise is better than weight-loss drugs at reducing deep abdominal fat, according to an analysis of 17 clinical trials, published in *Mayo Clinic Proceedings* in February 2019.

Visceral fat (which surrounds internal organs) increases the risk of type 2 diabetes and cardiovascular disease and is more dangerous than subcutaneous fat (under the skin). All of the studies in the analysis lasted at least six months, and most involved exercise alone (which was monitored). Visceral fat was measured via CT or MRI scans. The drugs studied included orlistat (brand name Xenical or Alli) and metformin (a diabetes drug that leads to weight loss).

Compared to the drugs, exercise resulted in greater reductions in visceral fat relative to overall weight loss. Aerobic exercise reduced visceral fat most (though strength training was also beneficial). Because exercise may be better at reducing visceral than subcutaneous fat, and because it can build lean tissue (muscle and bone), it may produce minimal or no weight loss. Thus, focusing on weight loss alone to monitor the success of exercise may underestimate its metabolic benefits, the researchers said.

Source: UC Berkeley Wellness Letter



## Back to School Checklist

It's been a great summer, but it's time to get everyone back in the groove of classes, sports practice — and getting up early again. Here are some tips to help your kids make a healthy transition back to school.

### 1. Get bedtimes on track, and tidy up the sleep hygiene.

In the summer, when it's light later, it's easy for bedtimes to slip. But with early school wake-up calls coming, it's key for children and teens to get to bed so they get enough quality sleep. Pediatricians recommend that children age 6 to 12 get 9 to 12 hours of sleep a night, and that teens get 8 to 10 hours a night.

Here are some tips to help children and teens get the sleep they need when they return to school.

- **Power off the devices.** Good sleep hygiene means all devices should be turned off an hour before bedtime. This gives their brains time to unplug from the stimulation and the light from phones and computers. Reading a book or magazine — the old-school-kind — can help kids relax right before bedtime.
- **Consider darkening shades.** The clock says it's bedtime, but it's still light out. That can interfere with a child's sleep. Darkening shades can block out distracting light and help your child drift off more easily.
- **Ease off caffeine.** Your child or teen should stop drinking anything with caffeine, including sodas and energy drinks, after noon. That way, by bedtime, the stimulant will be out of their system.

### 2. Get your young athlete a sports exam.

Any student who plays a school sport needs a sports physical, which is more focused than an annual wellness checkup. The sports checkup reviews heart and lung health, including diagnosing any breathing or exertion issues like asthma that could be worsened by playing sports. It also includes a sport-specific examination of a child's muscles and bones.

If your child is due for an annual exam, you can get the sports physical with the pediatrician at the same time. If your child isn't due for an annual checkup, you can get a sports physical at many walk-in clinics.

### 3. Check your young student's eyes.

Good vision is critical to children's success in the classroom. That's why checking your child's eyes before issues interfere with school is so important. Children may not complain of not being able to see clearly, which makes exams even more important. Some signs there could be issues can include:

- Recurring headaches while reading or using digital devices
- Sitting too close to a TV screen
- Squinting when viewing things in the distance, like a whiteboard or a ball in gym class
- Losing place while reading, or slipping behind in reading ability
- Poor concentration

Even children with glasses or contacts already may need updated prescriptions. Vision screening can be done at a child's annual well-child exam.

### 4. Don't take "fine" for an answer.

Depression, anxiety, and stress are big health risks to teens and younger kids. Kids will rarely say that they are being bullied or that they are experiencing other stressors.

To stay in tune with your child's mood, make sure you engage in real conversations about what's going on at and after school. Instead of asking "How was school?" which practically invites the non-answer "fine," see if you can probe a bit more. Ask about specific classes, what the teachers are like, and if your child has made any new friends this year.

Kids typically won't volunteer if they are being bullied, and the bullies never volunteer. So if you suspect either scenario, talk with the teachers as soon as you can. Your pediatrician can also help discover mental-health issues for your child as well as prescribe constructive next steps for everyone.

### 5. Make sure backpacks fit well.

As schoolkids get older, they tend to carry heavier books. A load of books with a laptop can weigh as much as 30 pounds. That can spell shoulder, neck, and back strain for young people, and affect their posture.

Make sure your child's backpack fits well, with padding on the shoulder straps that can be loosened and tightened to ensure a snug fit depending on the contents. Make sure the backpack is always worn with both straps over both shoulders, not one slung over one arm, which adds to the pressure on that arm.

Source: [www.kaiserpermanente.org](http://www.kaiserpermanente.org)

# A 'Wake-Up' Call: Your Health Before Age 40 is Tied to Heart Risks Later in Life



Having higher-than-normal cholesterol and blood pressure levels before age 40 can raise your risk of heart disease later in life more than you might think, according to a new study.

A level of "bad" LDL cholesterol at 100 mg/dL or higher as a young adult was associated with a 64% increased risk for coronary heart disease later in life, said the study, published in the *Journal of the American College of Cardiology* in July.

Also in the study, a systolic blood pressure of 130 mm Hg or higher was associated with a 37% increased risk of heart failure later in life and a diastolic blood pressure of 80 mm Hg or higher was associated with a 21% increased risk.

"The main take-home point of the study is for young adults: Don't wait to make healthy choices," said Dr. Andrew Moran, a principal investigator at Columbia University Irving Medical Center in New York and senior author of the study.

"Our results show that waiting until middle age or older years to improve diet and exercise can't always reverse the cumulative damage made during young adulthood."

The study involved data on the blood pressure, cholesterol and cardiovascular health of 36,030 adults in the United States over an average of 17 years. The researchers took a close look at the health of the adults in the data from ages 18 to 39, and then from 40 and older.

"What was surprising was to see the strong association on young adult high LDL cholesterol and later life events -- even after accounting for later life cholesterol level," Moran said.

"We were also surprised at the association of young adult blood pressure with later life heart failure," he said. "It was a novel finding and striking because many heart failure events occur in older age."

The study had some limitations, including that only associations between blood pressure, cholesterol levels and later cardiovascular events were found. More research is needed to determine a causal relationship.

Source: JACC, July 2019

## Exercise of the Month

### SINGLE-LEG BRIDGE HOLD

This exercise is helpful in improving hip mobility, lower back strength and muscle coordination, which is useful in preventing hamstring and lower back injuries.

- While laying on your back, place one foot flat on the ground while keeping the other leg straight.
- Raise your hips off the ground, maintaining balance with your shoulders and your foot. Make sure the extended leg stays in a straight line with the rest of your body.
- Hold for 30 seconds, then rest. Switch sides. Perform 2-4 sets.



## Energy Drink Dangers

A randomized controlled trial published in the *Journal of the American Heart Association* found that energy drinks can cause abnormal heart electrical activity and increase blood pressure.

Forty healthy volunteers between the ages of 18 and 40 were given two unmarked 16-ounce bottles of different commercially available caffeinated energy drinks or a placebo drink on three separate days and were instructed to consume them within a 60-minute period.

When compared with placebo, the 32-ounce consumption of both brands of energy drink led to a change in the heart's electrical activity (prolonged QTc), which is a risk factor for heart arrhythmias. Blood pressure also went up after energy drink consumption compared to placebo.

The energy drinks contained 304 to 320 milligrams of caffeine, plus taurine, glucuronolactone, various B-vitamins, and other ingredients.

It is important for users to be aware of the potential dangers of these drinks.

Source: Tufts Health & Nutrition Letter, Aug 2019





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## Recipe of the Month: Healthy Granola Bars

*Instead of purchasing commercially processed granola bars to put in your kids' school lunch, try these homemade ones!*

### INGREDIENTS

- 2 cups rolled oats
- 1/2 cup rice crispies (your choice—brown, white, etc.)
- 3/4 cup oat flour (or process oats in a blender to make your own)
- 1/2 tsp baking soda
- 1/2 tsp salt
- 1/4 cup melted nut butter or coconut oil
- 1/2 cup honey
- 1/4 cup applesauce or mashed banana
- 1 tsp pure vanilla extract
- Variations: See below



### DIRECTIONS

1. Line an 8-inch pan with parchment paper. Set aside. If you wish to bake the bars, preheat oven to 350 degrees.
2. Stir together all dry ingredients in a large bowl. Whisk liquid ingredients together in a separate bowl, then stir into dry.
3. Transfer to the prepared pan. Smooth/press mixture down firmly, using a second sheet of parchment.
4. For no-bake granola bars, chill until firm. (The no-bake option is also firmer if you use coconut oil.) For baked granola bars, cook on the center rack for 18 minutes, then press down firmly again. Let cool completely before cutting into bars.

### Variations:

- **Chocolate Chip Granola Bars:** Stir 1/2 cup mini chocolate chips in with the dry ingredients.
- **Oatmeal Raisin Granola Bars:** Stir in 1/2 cup chopped raisins and 1/2 tsp cinnamon in with the dry ingredients.
- **Vanilla Almond Granola Bars:** Stir 1/3 cup finely chopped almonds in with the dry ingredients, and add a few drops of pure almond extract to the liquid ingredients.
- **Trail Mix Granola Bars:** Stir 1/4 cup each chia seeds, shredded coconut, and chopped, dried cranberries in with the dry ingredients.

Source: [www.chocolatecoveredkatie.com](http://www.chocolatecoveredkatie.com)

### Nutrition Facts:

Servings: 12

Calories: 170  
Total Fat : 5g (1g saturated)  
Carbohydrate: 28g  
Fiber: 2g  
Protein: 3g  
Sodium: 120mg

## DID YOU KNOW?

By law, chickens that produce eggs cannot be given hormones. Eggs with a “no hormone” claim are no different from eggs that don’t have the “no hormone” claim. So don’t waste money on eggs labeled, “raised with no hormones.”

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Re: Finance Division Monthly Report – September 2019

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Below are a few highlights of activities in Financial Services for the months of September – October 2019.

- **FY19 Year-End and Audit**
  - Finance staff continued working toward closing FY 2018-19 in Munis in preparation for the audit, including processing fixed assets, actuarial review of post-employment retirement benefits, and fund reconciliations.
  - Audit fieldwork was completed September 30 – October 4, 2019, and the auditor is drafting financial statements at this time.
  - Accounting Manager Le and staff continue to identify process improvements and automated options within Munis to decrease month/year-end processing time.
  
- **Long Range Financial Plan**
  - The Long Range Financial Plan has been identified as a District priority for the next quarter, and has been the subject of discussion at multiple meetings.
  - Director Day presented the Long Range Financial Plan at the Fire District's Annual Strategic Planning Retreat in early September, providing an overview of the 5-year outlook. Retreat attendees discussed potential money-saving options, which will be reported out by the retreat facilitators in the future.
  - Director Day is working to establish goals related to the plan, and ways to effectively communicate those goals and engage employees.
  - Director Day presented a brief overview of the plan and issues in the organizational briefings set for the week of October 7, 2019 for those who didn't attend the Retreat.
  
- **Accounts Receivable**
  - Ambulance transport billing – Finance staff continue working with the medical billing contractor to transition the third-party billing service effective July 1, 2019.
  - Ground Emergency Medical Transport (GEMT) – The GEMT reimbursement request was submitted timely and the Fire District has been notified that it will be receiving reimbursement in December for the FY2017-18 transports. Staff is currently working to gather data needed to submit a reimbursement request for FY2018-19 as well.

- **Accounts Payable**
  - Accounts Payable staff processed 273 invoices and issued 213 checks/EFTs. This volume is lower than usual due to multiple staff absences and preparation for the annual audit.
  
- **Estacada Study**
  - On September 19, along with other Chiefs and Directors, Finance Director Day presented a brief overview of the Finance Department and its responsibilities to the Estacada Fire Department Board.
  
- **Succession Planning**
  - In support of the succession planning efforts, Director Day is preparing a staffing analysis of Finance Department functions with recommendations for addressing future changes. Director Day also participated in a meeting to review the overall organizational reporting structure, including a review of the Finance Department's position in the structure.

**Looking ahead:**

September 30 – October 4 2019 – Year End & Audit fieldwork

October 8-10 – Organizational briefings focused on financial matters

October 28-30 – Oregon Government Finance Officers Association conference

November 30 – Deadline for FY2018-19 GEMT reimbursement request  
 Deadline for Finance contributions to Accreditation report

December 2019 – Budget process for FY2020-21 officially begins  
 FY2018-19 Consolidated Annual Financial Report (CAFR) available

Respectfully submitted,

Finance Director Christina Day

**FINANCIAL REPORT – Period ending September 30, 2019 (FY2019-20)**

**General Fund 10**

As of September 30, 2019, Fiscal Year 2019-2020 is 25.0% complete.

Following is a summary of financial activity through September 30, 2019:

Revenues: The General Fund has received \$413,378 in property tax revenues from both current and prior year’s taxes. These funds were transferred to the Local Government Investment Pool by the Treasurer’s Office. Ambulance Transport is generating revenues of \$106,449 at 14.2% of the adjusted budget before the costs of collection are netted out. This fund has received \$69,198 in interest revenues to date. Additional revenues from contracts, and other sources total another \$519,084.

Expenditures: The General Fund has actual expenditures (excluding encumbrances and depreciation expense) in the following categories through September 30, 2019:

<b>Category:</b>	<b>% of Budget Used</b>
<b>Salaries &amp; Benefits</b>	26.5% of Adjusted Budget
<b>Materials &amp; Services</b>	20.0% of Adjusted Budget
<b>Capital Outlay</b>	4.3% of Adjusted Budget

**Equipment Reserve Fund 20**

Total expenditures in this fund equal \$0. This fund has received \$566 in interest and \$87,729 in surplus sales revenues to date.

**Capital Projects Fund 30**

Total expenditures in this fund equal \$35,796 through September 2019. This fund has received \$3,480 in interest revenues to date.

**Enterprise Fund 40**

There are no expenditures in this fund to date. This fund has received \$33 in interest revenue.

**Debt Service Fund 50**

This fund has received \$16,329 in property tax revenues this year, along with \$2,675 in interest earnings. There are no expenditures in this fund in September 2019.

**Bond Construction Fund 60**

Total expenditures for bond project-related construction costs equal \$4,152 in September 2019. This fund has received \$46,390 in interest revenues and \$20,072 in other revenues.

**PERS Reserve Fund 70**

There are no expenditures in this fund. The fund has received \$1,195 in interest revenues to date.

**Investment Activity**

**Short-term Investment Portfolio**

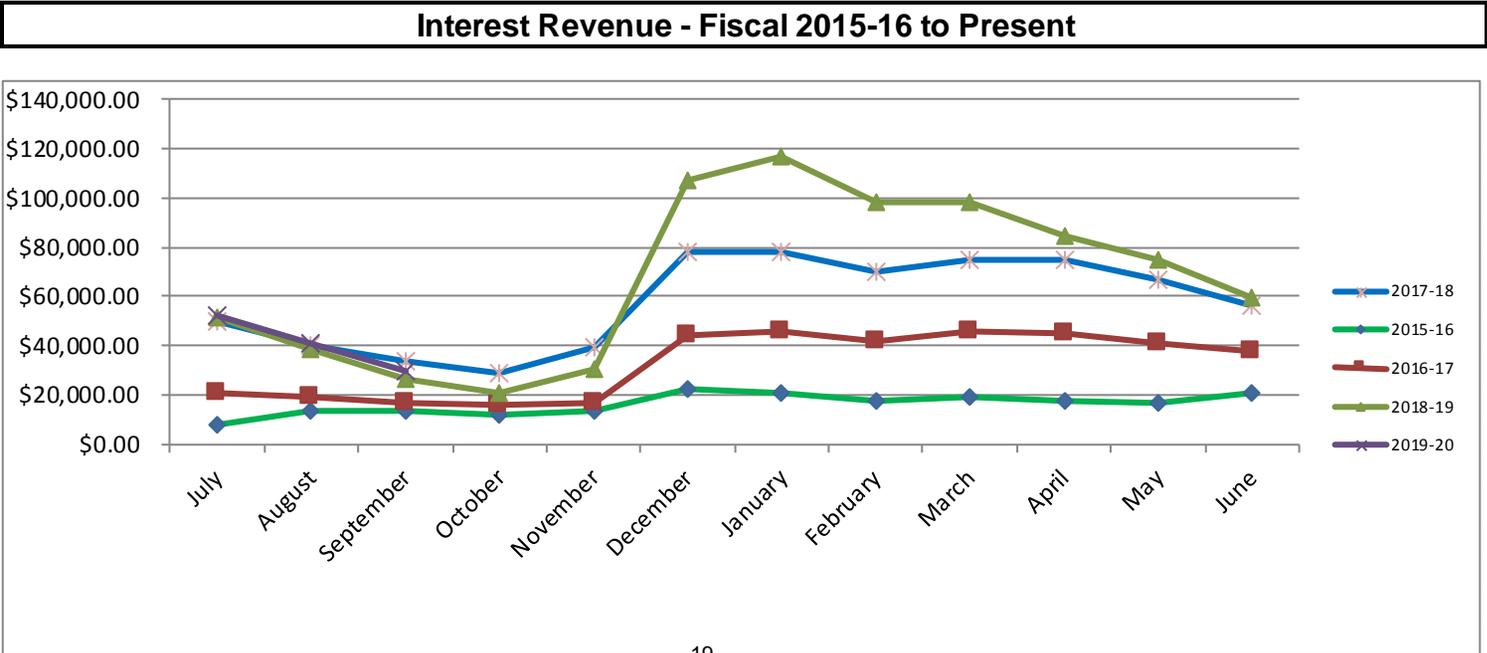
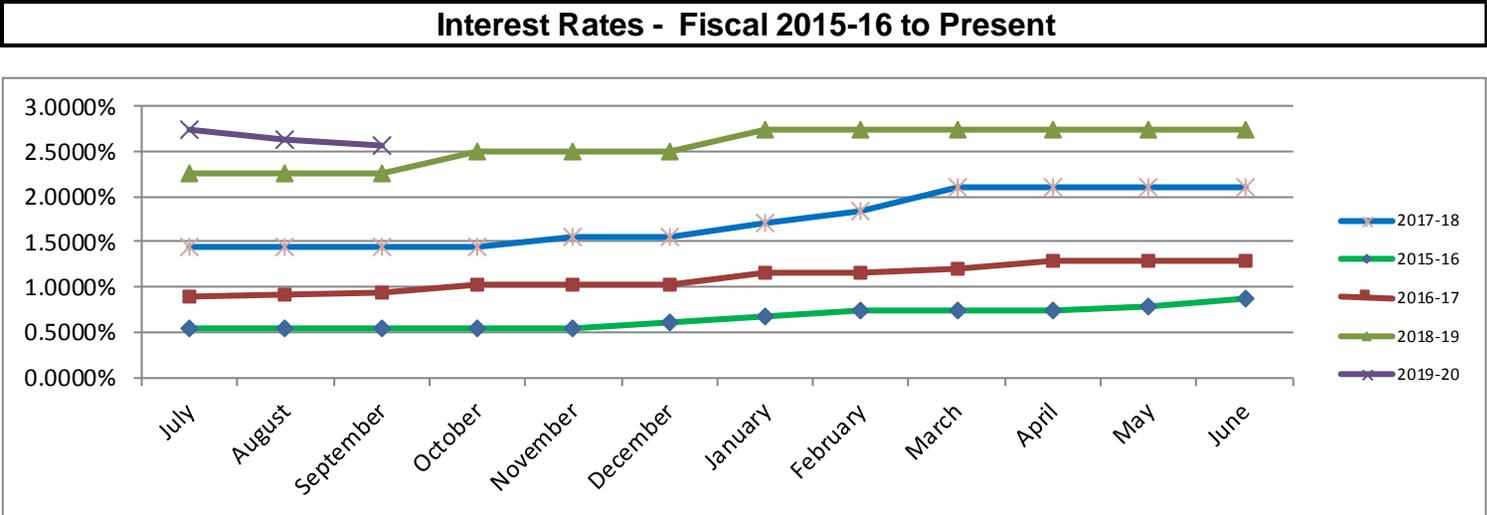
The table below indicates the balances of cash accounts as of September 30, 2019.

<b>Short-term Investments as of September 30, 2019</b>	
Local Government Investment Pool	\$11,585,356.74
Key Bank Checking	\$836,508.69
Third Party Trust	\$3,000
<b>TOTAL:</b>	<b>\$ 12,424,865.43</b>

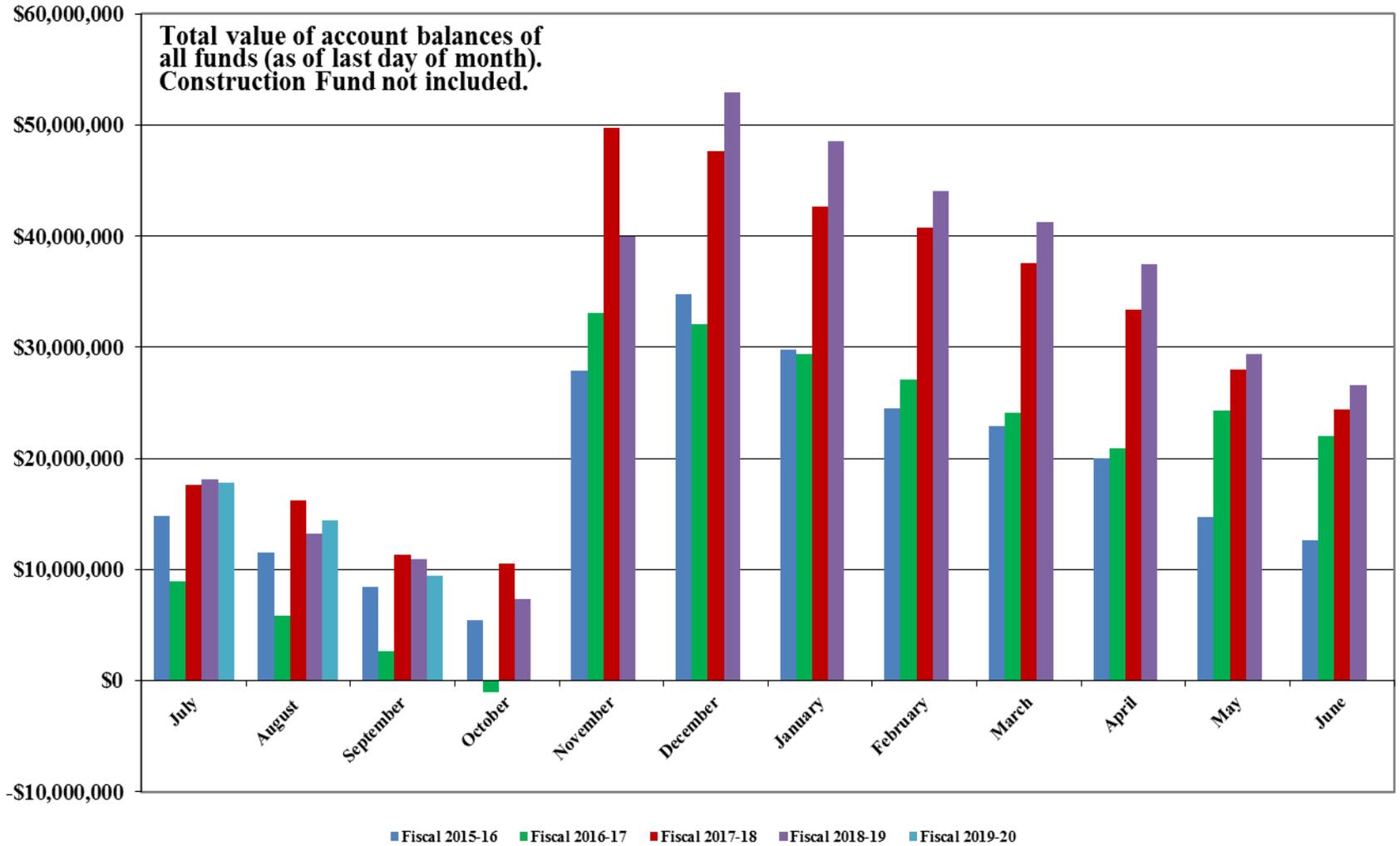
The Oregon LGIP interest rate decreased to 2.57% through September 30, 2019.

<b>Clackamas Fire District No. 1</b>			
<b>LGIP Monthly Interest Rate Averages</b>			<b>Monthly Earnings LGIP</b>
<b>August</b>	2018	2.250%	\$38,644.25
<b>September</b>	2018	2.250%	\$26,261.52
<b>October</b>	2018	2.500%	\$20,752.06
<b>November</b>	2018	2.500%	\$30,260.04
<b>December</b>	2018	2.500%	\$107,167.48
<b>January</b>	2019	2.750%	\$117,102.43
<b>February</b>	2019	2.750%	\$98,288.24
<b>March</b>	2019	2.750%	\$97,917.45
<b>April</b>	2019	2.750%	\$84,486.84
<b>May</b>	2019	2.750%	\$75,103.92
<b>June</b>	2019	2.750%	\$59,889.29
<b>July</b>	2019	2.750%	\$52,420.04
<b>August</b>	2019	2.640%	\$41,162.65
<b>September</b>	2019	2.570%	\$29,954.96

Clackamas Fire District #1  
 LGIP Interest Rates and Revenue



## Clackamas County Fire District #1 Account Balances by Month





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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-16,930,137.00	0.00	-16,930,137.00	0.00	0.00	-16,930,137.00	.0%
TOTAL Beg Fund Bal	-16,930,137.00	0.00	-16,930,137.00	0.00	0.00	-16,930,137.00	.0%
<u>01 Tax Revenues</u>							
4450 Current Year Prop Taxes	-53,481,724.00	0.00	-53,481,724.00	-282,425.83	0.00	-53,199,298.17	.5%
4455 Prior Year Prop Taxes	-1,200,000.00	0.00	-1,200,000.00	-130,952.65	0.00	-1,069,047.35	10.9%
4460 Other Taxes	-8,000.00	0.00	-8,000.00	0.00	0.00	-8,000.00	.0%
TOTAL Tax Revenues	-54,689,724.00	0.00	-54,689,724.00	-413,378.48	0.00	-54,276,345.52	.8%
<u>03 Interest</u>							
4490 Investment Interest	-350,000.00	0.00	-350,000.00	-69,197.76	0.00	-280,802.24	19.8%
TOTAL Interest	-350,000.00	0.00	-350,000.00	-69,197.76	0.00	-280,802.24	19.8%
<u>04 Other Revenues</u>							
4500 Contract Revenue	-232,490.00	0.00	-232,490.00	-75,550.77	0.00	-156,939.23	32.5%
4510 ASA Revenue	-135,000.00	0.00	-135,000.00	-43,648.00	0.00	-91,352.00	32.3%
4512 Medical Supply Reimb	-70,000.00	0.00	-70,000.00	-26,196.00	0.00	-43,804.00	37.4%



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4513 Other Reimbursements	-200,000.00	0.00	-200,000.00	0.00	0.00	-200,000.00	.0%
4538 Service Cost Recovery	-200,000.00	0.00	-200,000.00	-13,659.03	0.00	-186,340.97	6.8%
4539 Conflagration Reimbursement	-125,000.00	0.00	-125,000.00	0.00	0.00	-125,000.00	.0%
4541 Sale of Inventory/Services/Equip	0.00	0.00	0.00	-47,304.91	0.00	47,304.91	100.0%
4543 Gain/Loss on Fixed Assets	0.00	0.00	0.00	-27,219.00	0.00	27,219.00	100.0%
4545 Other Post-Employ Bene Revenue	-480,000.00	0.00	-480,000.00	-155,022.23	0.00	-324,977.77	32.3%
4560 Grant Revenue	-258,182.00	0.00	-258,182.00	-65,145.94	0.00	-193,036.06	25.2%
4570 Transportation Response Revenue	-750,000.00	0.00	-750,000.00	-106,448.93	10.00	-643,561.07	14.2%
4571 Other Revenues	-333,000.00	0.00	-333,000.00	-65,338.03	0.00	-267,661.97	19.6%
TOTAL Other Revenues	-2,783,672.00	0.00	-2,783,672.00	-625,532.84	10.00	-2,158,149.16	22.5%
<u>05 Transfers In</u>							
4610 Transfers from other Funds	-814,984.00	0.00	-814,984.00	0.00	0.00	-814,984.00	.0%
TOTAL Transfers In	-814,984.00	0.00	-814,984.00	0.00	0.00	-814,984.00	.0%
<u>50 Salaries</u>							
5501 Fire Chief	193,140.00	0.00	193,140.00	48,756.06	0.00	144,383.94	25.2%
5503 Deputy Chief	354,386.00	0.00	354,386.00	89,460.72	0.00	264,925.28	25.2%
5504 Division Chief	483,255.00	0.00	483,255.00	120,680.89	0.00	362,574.11	25.0%
5505 Battalion Chief	1,848,805.00	0.00	1,848,805.00	451,172.13	0.00	1,397,632.87	24.4%



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5506 Exempt Staff Group	1,786,096.00	0.00	1,786,096.00	452,016.29	0.00	1,334,079.71	25.3%
5507 Fire Inspectors	455,238.00	0.00	455,238.00	112,045.85	0.00	343,192.15	24.6%
5508 Deputy Fire Marshal Captain	233,436.00	0.00	233,436.00	58,358.75	0.00	175,077.25	25.0%
5509 Deputy Fire Marshall Lieutenan	214,160.00	0.00	214,160.00	53,540.15	0.00	160,619.85	25.0%
5510 Captain	2,562,977.00	0.00	2,562,977.00	590,558.23	0.00	1,972,418.77	23.0%
5512 Lieutenant	3,747,800.00	0.00	3,747,800.00	947,799.18	0.00	2,800,000.82	25.3%
5515 Apparatus Operator	5,642,595.00	0.00	5,642,595.00	1,408,228.74	0.00	4,234,366.26	25.0%
5520 Fire Fighter	7,108,064.00	0.00	7,108,064.00	1,782,670.75	0.00	5,325,393.25	25.1%
5525 Paramedic	266,124.00	0.00	266,124.00	61,622.84	0.00	204,501.16	23.2%
5530 Non-exempt Staff Group	1,752,651.00	0.00	1,752,651.00	412,378.09	0.00	1,340,272.91	23.5%
5535 Other Employee	124,906.00	0.00	124,906.00	18,726.55	0.00	106,179.45	15.0%
5540 Temporary Labor	88,385.00	0.00	88,385.00	14,737.70	0.00	73,647.30	16.7%
5545 Premium Pay	387,967.00	0.00	387,967.00	129,185.45	0.00	258,781.55	33.3%
5555 School Replacement	40,954.00	0.00	40,954.00	0.00	0.00	40,954.00	.0%
5560 Operational Replacement	4,679,000.00	0.00	4,679,000.00	1,543,204.19	0.00	3,135,795.81	33.0%
5562 Vacation Buyback	65,000.00	0.00	65,000.00	48,082.70	0.00	16,917.30	74.0%
5563 Retirement/Separation Vacation	200,000.00	0.00	200,000.00	123,522.35	0.00	76,477.65	61.8%
5564 Other Leave Buyback	0.00	0.00	0.00	897.29	0.00	-897.29	100.0%
5600 Overtime	351,209.88	0.00	351,209.88	70,829.66	0.00	280,380.22	20.2%
TOTAL Salaries	32,586,148.88	0.00	32,586,148.88	8,538,474.56	0.00	24,047,674.32	26.2%

60 Benefits



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
6620 SS/Medicare	2,488,204.00	0.00	2,488,204.00	633,640.26	0.00	1,854,563.74	25.5%
6640 Tri-Met Taxes	195,156.00	0.00	195,156.00	52,401.51	0.00	142,754.49	26.9%
6650 Transit Tax	3,247.00	0.00	3,247.00	0.00	0.00	3,247.00	.0%
6656 PERS Employer	7,557,678.00	0.00	7,557,678.00	1,947,165.44	0.00	5,610,512.56	25.8%
6670 Deferred Compensation	742,714.00	0.00	742,714.00	144,029.57	598,684.43	0.00	100.0%
6675 Unemployment	5,000.00	0.00	5,000.00	547.76	0.00	4,452.24	11.0%
6680 Life Insurance	45,000.00	0.00	45,000.00	12,448.44	25,892.49	6,659.07	85.2%
6690 Café Plan Benefits	3,831,384.00	0.00	3,831,384.00	746,846.79	0.00	3,084,537.21	19.5%
6691 PEHP	332,500.00	0.00	332,500.00	83,000.00	249,500.00	0.00	100.0%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	115,805.87	406,053.05	108,706.08	82.8%
6693 Health Trust	267,737.00	0.00	267,737.00	0.00	0.00	267,737.00	.0%
6701 Vehicle Allowance	11,216.00	0.00	11,216.00	2,755.08	0.00	8,460.92	24.6%
6702 Tool Allowance	6,000.00	0.00	6,000.00	1,250.00	0.00	4,750.00	20.8%
6703 Cell/Tech Allowance	7,200.00	0.00	7,200.00	1,500.00	0.00	5,700.00	20.8%
6705 Workers Compensation	766,368.00	0.00	766,368.00	813,564.64	0.00	-47,196.64	106.2%
TOTAL Benefits	16,889,969.00	0.00	16,889,969.00	4,554,955.36	1,280,129.97	11,054,883.67	34.5%
70 Materials and Servic							
7015 Meeting Expense	27,550.00	0.00	27,550.00	4,078.82	0.00	23,471.18	14.8%
7030 Civil Service Exam Expense	6,000.00	0.00	6,000.00	100.14	0.00	5,899.86	1.7%
7035 Bank Charges	15,000.00	0.00	15,000.00	3,772.73	10,837.79	389.48	97.4%



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ACCOUNTS FOR: 10 General Fund ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7040 Dues & Publications 41,841.00	0.00	41,841.00	10,520.22	1,502.15	29,818.63	28.7%
7045 Awards & Recognitions 38,000.00	0.00	38,000.00	1,336.93	-160.00	36,823.07	3.1%
7055 Operating Supply 198,420.00	0.00	198,420.00	49,875.52	1,930.69	146,613.79	26.1%
7065 Fire Fighting Supply 64,900.00	0.00	64,900.00	24,464.94	-4,725.39	45,160.45	30.4%
7070 Rescue Supply 8,903.00	0.00	8,903.00	1,460.37	0.00	7,442.63	16.4%
7075 EMS Supply 241,500.00	0.00	241,500.00	75,108.16	5,043.95	161,347.89	33.2%
7078 Department Consumables 20,000.00	0.00	20,000.00	4,611.43	269.37	15,119.20	24.4%
7080 Fuel 232,300.00	0.00	232,300.00	57,816.58	184,641.21	-10,157.79	104.4%
7085 Uniform & Protective Eqpt 428,305.00	0.00	428,305.00	44,453.28	8,766.21	375,085.51	12.4%
7090 Office Supplies 15,900.00	0.00	15,900.00	2,925.67	-132.92	13,107.25	17.6%
7095 Software & Supplies 580,867.00	0.00	580,867.00	60,758.18	237,695.85	282,412.97	51.4%
7105 Household Goods 55,793.00	0.00	55,793.00	14,383.17	976.84	40,432.99	27.5%
7110 Professional Services 589,182.00	0.00	589,182.00	74,586.84	299,546.35	215,048.81	63.5%
7115 Dispatch Services 1,638,160.00	0.00	1,638,160.00	489,497.00	1,120,894.00	27,769.00	98.3%
7116 Utilities - Natural Gas 64,109.00	0.00	64,109.00	2,484.12	0.00	61,624.88	3.9%
7117 Utilities - Electric 171,777.00	0.00	171,777.00	48,521.30	0.00	123,255.70	28.2%
7118 Utilities - Garbage 51,081.00	0.00	51,081.00	7,620.79	0.00	43,460.21	14.9%
7119 Utilities - Water 118,417.00	0.00	118,417.00	24,851.70	0.00	93,565.30	21.0%
7120 Utilities - Other 135,972.00	0.00	135,972.00	31,884.61	38,669.41	65,417.98	51.9%
7122 Utilities - Telephone 336,300.00	0.00	336,300.00	75,730.54	85,417.04	175,152.42	47.9%
7130 Insurance - Property/Casualty 259,500.00	0.00	259,500.00	2,376.37	16,153.66	240,969.97	7.1%
7135 Medical Exams 240,654.00	0.00	240,654.00	37,632.68	168,071.55	34,949.77	85.5%



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ACCOUNTS FOR: 10 General Fund	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP						
7140 Schools/Conferences Registrati						
66,750.00	0.00	66,750.00	4,338.40	0.00	62,411.60	6.5%
7141 Tuition Reimbursement						
60,000.00	0.00	60,000.00	12,042.45	0.00	47,957.55	20.1%
7142 Travel Expense						
21,500.00	0.00	21,500.00	6,485.99	0.00	15,014.01	30.2%
7145 Mileage Reimbursement						
71,300.00	0.00	71,300.00	5,710.04	0.00	65,589.96	8.0%
7150 Volunteer Fire Fighter Exp						
35,000.00	0.00	35,000.00	0.00	0.00	35,000.00	.0%
7155 Vehicle Maintenance						
431,981.00	0.00	431,981.00	114,878.45	5,278.16	311,824.39	27.8%
7160 Equipment Maintenance						
114,669.00	0.00	114,669.00	43,139.00	1,548.50	69,981.50	39.0%
7165 Radio Maintenance						
31,250.00	0.00	31,250.00	861.86	341.04	30,047.10	3.8%
7170 Facility Maintenance						
210,936.00	0.00	210,936.00	18,233.57	25,227.01	167,475.42	20.6%
7175 Office Equipment Maintenance						
121,640.00	0.00	121,640.00	13,565.37	30,018.24	78,056.39	35.8%
7180 Computer & AV Maintenance						
21,650.12	0.00	21,650.12	3,577.75	3,787.26	14,285.11	34.0%
7187 Fire Extinguisher Expense						
2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
7190 Training Expense						
51,257.00	0.00	51,257.00	7,272.83	1,940.00	42,044.17	18.0%
7195 Public Education						
67,000.00	0.00	67,000.00	3,195.92	0.00	63,804.08	4.8%
7205 Postage & Freight						
30,000.00	0.00	30,000.00	5,136.82	226.33	24,636.85	17.9%
7210 Small Tool, Eqpts & Furnishing						
39,544.00	0.00	39,544.00	-883.11	1,758.79	38,668.32	2.2%
7215 Other Expense						
0.00	0.00	0.00	180.00	0.00	-180.00	100.0%
TOTAL Materials and Servic						
6,957,408.12	0.00	6,957,408.12	1,388,587.43	2,245,523.09	3,323,297.60	52.2%
80 Capital Outlay						
8825 Fire Fighting Equipment						
15,200.00	0.00	15,200.00	2,516.52	0.00	12,683.48	16.6%



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ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8835 EMS & Rescue Equipment	0.00	0.00	0.00	0.00	0.00	0.00	.0%
8845 Communications Equipment	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	.0%
8860 Facility Improvement	49,700.00	0.00	49,700.00	1,297.94	0.00	48,402.06	2.6%
8870 Furniture, Appliances & Tools	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
8890 Computer & AV Equipment	117,245.00	0.00	117,245.00	4,361.00	0.00	112,884.00	3.7%
TOTAL Capital Outlay	190,145.00	0.00	190,145.00	8,175.46	0.00	181,969.54	4.3%
<hr/>							
85 Debt Service							
9916 Debt Service Principal	1,135,000.00	0.00	1,135,000.00	0.00	0.00	1,135,000.00	.0%
9917 Debt Service Interest	749,955.00	0.00	749,955.00	0.00	0.00	749,955.00	.0%
TOTAL Debt Service	1,884,955.00	0.00	1,884,955.00	0.00	0.00	1,884,955.00	.0%
<hr/>							
99 End Fund Balance							
9910 Contingency	1,415,435.00	0.00	1,415,435.00	0.00	0.00	1,415,435.00	.0%
9915 Restricted Contingency	1,000,000.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00	.0%
9999 Unappropriated Ending Fund Bal	14,650,711.00	0.00	14,650,711.00	0.00	0.00	14,650,711.00	.0%
TOTAL End Fund Balance	17,066,146.00	0.00	17,066,146.00	0.00	0.00	17,066,146.00	.0%
TOTAL General Fund	6,255.00	0.00	6,255.00	13,382,083.73	3,525,663.06	-16,901,491.79	270307.7%
TOTAL REVENUES	-75,568,517.00	0.00	-75,568,517.00	-1,108,109.08	10.00	-74,460,417.92	
TOTAL EXPENSES	75,574,772.00	0.00	75,574,772.00	14,490,192.81	3,525,653.06	57,558,926.13	



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ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal	-798,244.00	0.00	-798,244.00	0.00	0.00	-798,244.00	.0%
TOTAL Beg Fund Bal	-798,244.00	0.00	-798,244.00	0.00	0.00	-798,244.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest	-3,000.00	0.00	-3,000.00	-566.46	0.00	-2,433.54	18.9%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-566.46	0.00	-2,433.54	18.9%
<hr/>							
04 Other Revenues							
<hr/>							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-87,729.01	0.00	72,729.01	584.9%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-87,729.01	0.00	72,729.01	584.9%
<hr/>							
80 Capital Outlay							
<hr/>							
8825 Fire Fighting Equipment	445,000.00	0.00	445,000.00	0.00	0.00	445,000.00	.0%
TOTAL Capital Outlay	445,000.00	0.00	445,000.00	0.00	0.00	445,000.00	.0%
<hr/>							
90 Transfers Out							
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ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9930 Transfer to Cap Proj Fund	200,000.00	0.00	200,000.00	0.00	0.00	200,000.00	.0%
9980 Transfer to General Fund	122,500.00	0.00	122,500.00	0.00	0.00	122,500.00	.0%
TOTAL Transfers Out	322,500.00	0.00	322,500.00	0.00	0.00	322,500.00	.0%
<hr/>							
99 End Fund Balance							
9999 Unappropriated Ending Fund Bal	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL End Fund Balance	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL Equipment Reserve Fund	0.00	0.00	0.00	-88,295.47	0.00	88,295.47	100.0%
TOTAL REVENUES	-816,244.00	0.00	-816,244.00	-88,295.47	0.00	-727,948.53	
TOTAL EXPENSES	816,244.00	0.00	816,244.00	0.00	0.00	816,244.00	



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ACCOUNTS FOR: 30 Capital Projects Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal							
-6,529,024.00	0.00		-6,529,024.00	0.00	0.00	-6,529,024.00	.0%
TOTAL Beg Fund Bal							
-6,529,024.00	0.00		-6,529,024.00	0.00	0.00	-6,529,024.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest							
-14,000.00	0.00		-14,000.00	-3,480.06	0.00	-10,519.94	24.9%
TOTAL Interest							
-14,000.00	0.00		-14,000.00	-3,480.06	0.00	-10,519.94	24.9%
<hr/>							
05 Transfers In							
<hr/>							
4610 Transfers from other Funds							
-200,000.00	0.00		-200,000.00	0.00	0.00	-200,000.00	.0%
TOTAL Transfers In							
-200,000.00	0.00		-200,000.00	0.00	0.00	-200,000.00	.0%
<hr/>							
70 Materials and Servic							
<hr/>							
7020 Debt Interest Expense							
265,272.00	0.00		265,272.00	0.00	0.00	265,272.00	.0%
7025 Debt Principal Expense							
241,317.00	0.00		241,317.00	0.00	0.00	241,317.00	.0%
TOTAL Materials and Servic							
506,589.00	0.00		506,589.00	0.00	0.00	506,589.00	.0%
<hr/>							
80 Capital Outlay							
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ACCOUNTS FOR: 30 Capital Projects Fund							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
8860 Facility Improvement							
6,236,435.00	0.00	6,236,435.00	35,795.82	2,324,391.39	3,876,247.79	37.8%	
TOTAL Capital Outlay							
6,236,435.00	0.00	6,236,435.00	35,795.82	2,324,391.39	3,876,247.79	37.8%	
TOTAL Capital Projects Fund							
0.00	0.00	0.00	32,315.76	2,324,391.39	-2,356,707.15	100.0%	
TOTAL REVENUES							
-6,743,024.00	0.00	-6,743,024.00	-3,480.06	0.00	-6,739,543.94		
TOTAL EXPENSES							
6,743,024.00	0.00	6,743,024.00	35,795.82	2,324,391.39	4,382,836.79		



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ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal	-23,500.00	0.00	-23,500.00	0.00	0.00	-23,500.00	.0%
TOTAL Beg Fund Bal	-23,500.00	0.00	-23,500.00	0.00	0.00	-23,500.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest	-200.00	0.00	-200.00	-33.03	0.00	-166.97	16.5%
TOTAL Interest	-200.00	0.00	-200.00	-33.03	0.00	-166.97	16.5%
<hr/>							
04 Other Revenues							
<hr/>							
4571 Other Revenues	-5,000.00	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
TOTAL Other Revenues	-5,000.00	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
<hr/>							
70 Materials and Servic							
<hr/>							
7055 Operating Supply	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00	.0%
TOTAL Materials and Servic	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00	.0%
<hr/>							
99 End Fund Balance							



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ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL End Fund Balance	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL Enterprise Fund	0.00	0.00	0.00	-33.03	0.00	33.03	100.0%
TOTAL REVENUES	-28,700.00	0.00	-28,700.00	-33.03	0.00	-28,666.97	
TOTAL EXPENSES	28,700.00	0.00	28,700.00	0.00	0.00	28,700.00	



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ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-141,030.00	0.00	-141,030.00	0.00	0.00	-141,030.00	.0%
TOTAL Beg Fund Bal	-141,030.00	0.00	-141,030.00	0.00	0.00	-141,030.00	.0%
<u>01 Tax Revenues</u>							
4450 Current Year Prop Taxes	-2,482,679.00	0.00	-2,482,679.00	-11,156.11	0.00	-2,471,522.89	.4%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-5,172.77	0.00	-24,827.23	17.2%
TOTAL Tax Revenues	-2,512,679.00	0.00	-2,512,679.00	-16,328.88	0.00	-2,496,350.12	.6%
<u>03 Interest</u>							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-2,675.01	0.00	175.01	107.0%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-2,675.01	0.00	175.01	107.0%
<u>70 Materials and Servic</u>							
7020 Debt Interest Expense	1,004,200.00	0.00	1,004,200.00	0.00	0.00	1,004,200.00	.0%
7025 Debt Principal Expense	1,050,000.00	0.00	1,050,000.00	0.00	0.00	1,050,000.00	.0%
TOTAL Materials and Servic	2,054,200.00	0.00	2,054,200.00	0.00	0.00	2,054,200.00	.0%
<u>99 End Fund Balance</u>							



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ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	602,009.00	0.00	602,009.00	0.00	0.00	602,009.00	.0%
TOTAL End Fund Balance	602,009.00	0.00	602,009.00	0.00	0.00	602,009.00	.0%
TOTAL Debt Service Fund	0.00	0.00	0.00	-19,003.89	0.00	19,003.89	100.0%
TOTAL REVENUES	-2,656,209.00	0.00	-2,656,209.00	-19,003.89	0.00	-2,637,205.11	
TOTAL EXPENSES	2,656,209.00	0.00	2,656,209.00	0.00	0.00	2,656,209.00	



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ACCOUNTS FOR: 60 Bond Construction Fund

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>03 Interest</u>						
4490 Investment Interest						
-2,000.00	0.00	-2,000.00	-46,390.08	0.00	44,390.08	2319.5%
TOTAL Interest						
-2,000.00	0.00	-2,000.00	-46,390.08	0.00	44,390.08	2319.5%
<u>04 Other Revenues</u>						
4571 Other Revenues						
0.00	0.00	0.00	-20,072.44	0.00	20,072.44	100.0%
TOTAL Other Revenues						
0.00	0.00	0.00	-20,072.44	0.00	20,072.44	100.0%
<u>80 Capital Outlay</u>						
8825 Fire Fighting Equipment						
502,000.00	0.00	502,000.00	0.00	0.00	502,000.00	.0%
8860 Facility Improvement						
0.00	0.00	0.00	4,152.00	1,375.00	-5,527.00	100.0%
TOTAL Capital Outlay						
502,000.00	0.00	502,000.00	4,152.00	1,375.00	496,473.00	1.1%
TOTAL Bond Construction Fund						
500,000.00	0.00	500,000.00	-62,310.52	1,375.00	560,935.52	-12.2%
TOTAL REVENUES						
-2,000.00	0.00	-2,000.00	-66,462.52	0.00	64,462.52	
TOTAL EXPENSES						
502,000.00	0.00	502,000.00	4,152.00	1,375.00	496,473.00	



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 17  
glytdbud

FOR 2020 03

ACCOUNTS FOR: 70 PERS Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
9995 Beg Fund Bal	-688,484.00	0.00	-688,484.00	0.00	0.00	-688,484.00	.0%
TOTAL Beg Fund Bal	-688,484.00	0.00	-688,484.00	0.00	0.00	-688,484.00	.0%
<hr/>							
03 Interest							
4490 Investment Interest	-4,000.00	0.00	-4,000.00	-1,195.25	0.00	-2,804.75	29.9%
TOTAL Interest	-4,000.00	0.00	-4,000.00	-1,195.25	0.00	-2,804.75	29.9%
<hr/>							
90 Transfers Out							
9980 Transfer to General Fund	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	.0%
TOTAL Transfers Out	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	.0%
TOTAL PERS Reserve Fund	0.00	0.00	0.00	-1,195.25	0.00	1,195.25	100.0%
TOTAL REVENUES	-692,484.00	0.00	-692,484.00	-1,195.25	0.00	-691,288.75	
TOTAL EXPENSES	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 18  
glytdbud

FOR 2020 03

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
506,255.00	0.00	506,255.00	13,243,561.33	5,851,429.45	-18,588,735.78	3771.8%

GRAND TOTAL

\*\* END OF REPORT - Generated by Anh Le \*\*



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 19  
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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:

YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 1

To Yr/Per: 2020/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: Y

Year/Period: 2020/ 3

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
------------	-------------

- Org
- Object
- Project
- Rollup code
- Account type
- Account status

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Division Monthly Report – September 2019

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

- Meetings Attended:
  - Staff Meetings
  - Monthly OPS
  - Board Meeting
  - CCOM Fire Users
  - C800
  - Budget monitoring
  - Labor Management
  - Personnel issue
- 9/03 Meeting with ITS regarding upcoming OPS meeting
- 9/03 Meeting with WES regarding foam use on the fire ground and during training
- 9/04 Chief's interviews for Captain and Lieutenant
- 9/04 Board Retreat
- 9/10 Ride- a- long with BC Ellison
- 9/11 Expectation talk with probationary Lieutenant
- 9/11 Ride-a-long with BC Carlsen
- 9/12 Fire Defense Board
- 9/12 RDPO meeting for Fire/EMS workgroup
- 9/13 Meeting with Logistics, discussion on helmets
- 9/18 Fire District's Annual Strategic Planning Retreat
- 9/18 Quarterly Regional OPS Chief luncheon
- 9/19 Oregon Fallen Firefighter Memorial event
- 9/19 Estacada Board meeting
- 9/24 Meeting with Captain Brown to discuss budgeting
- 9/24 Ride-a-long with BC Cordie
- 9/25 COOP Table Top Exercise
- 9/26 Expectation talk with probationary Lieutenant
- 9/26 Meeting with Shop Steward
- 9/30 Meeting with DEQ- discussion on open burning
- 9/30 Expectation talk with probationary Lieutenant

- 9/30 Review Kona Apartment Fire
- 9/30 Meeting with Chief Huffman, Gladstone Fire, i.e. operational issues

Respectfully submitted,

Division Chief Mike Corless

**North Battalion- A Shift**  
**Battalion Chief Michael Carlsen**

- Significant Incidents
  - September 23<sup>rd</sup> - Law Enforcement Officers attempted to conduct a felony warrant arrest south of Canby. Suspects were driving a Budget rental truck which fled the scene. Suspects traveled at a high rate of speed through Canby, North through Oregon City and onto I205. Multiple spike strips were set along the route. Law enforcement conducted a PIT maneuver north of Johnson Creek Blvd. on I205. The truck flipped twice. Engine 301 and BC302 responded due to two trauma system entry patients. Upon arrival, Law Enforcement Officers identified possible methamphetamine related production materials and two unidentified 55 gallon drums ejected from the vehicle. Two trauma system patients transported to Emanuel Hospital. Hazmat 303 investigated possible hazmat issue. Units on scene for a considerable amount of time.
  - September 29<sup>th</sup> - Units responded to a report of a 6,000 square foot mansion with detached garage on fire. The incident was upgraded to a first alarm. Arriving units found heavy black smoke inside and issuing from the detached garage. Units made access, located the fire and proceeded to extinguish the fire. The fire posed moderate access issues as the driveway was a narrow, approximate 100' approach. The first arriving company provided an excellent size-up. The homeowner originally found the fire, however, was correct in thinking to close the door to the garage in order to confine the spread of fire. Had this been another 30 minutes, fire growth or self-vent would have dramatically changed the intensity of the fire.
- Projects/Events/Meetings/Training
  - Met with crews which included "howdy rounds" as well as observing training evolutions.
  - Hosted ride-a-long with DC Corless. Conducted "howdy rounds," responded on a commercial gas leak, conducted several in-station tactical scenarios.
  - Helped conduct multiple Organizational Briefings.
  - Managed an employee personnel issue.
  - Took part in planning for the Fire District's Annual Strategic Planning Retreat. Met with FC Charlton, BC Stewart and Finance Anh Lee. The Retreat was held on September 18<sup>th</sup>. Served as a Co-Facilitator.
  - Coordinated the fifth batch of CCOM Training to place three CCOM Dispatcher Trainee's with Engine Companies for a ten hour ride-a-long.
  - Took part in Senior Staff meetings where participants discussed the Estacada Contract. Also attended monthly Operations meeting.
  - Continued Project Work: Re-tooling the Rehab Program
    - Met Rick Larson re: issues/opportunities with Rehab Program

- Met with BC Deters and Director Goodrich to review authorized food for rehab program.
- Represented the District for the annual Serbian Festival in Milwaukie.
- Represented the District for the monthly Milwaukie Public Safety Advisory Committee

### **North Battalion-B Shift**

#### **Battalion Chief Tony Cordie**

- Significant Incidents
  - September 4<sup>th</sup>- Mutual Aid to Portland on a second alarm structure fire. Units from CFD #1 that assisted on the incident were Truck 304, Heavy Rescue 305, Engine 306 and BC 302.
  - September 4<sup>th</sup>- Task Force shop fire on Cleveland Street in Oregon City.
  - September 21<sup>st</sup>- Task Force house fire on Wildcat Mountain Road.
  - September 21<sup>st</sup>- Water Rescue call near Carver boat ramp.
- Projects/Events/Meetings/Training
  - September 3<sup>rd</sup> - Provided organizational briefing for BC302, B shift.
  - September 3<sup>rd</sup> - Attended senior staff meeting
  - September 3<sup>rd</sup> - Met with personnel regarding new upcoming roster moves
  - September 6<sup>th</sup> - Day off on approved leave
  - September 9<sup>th</sup> - Operations meeting
  - September 12<sup>th</sup> - Conducted morning briefing for the north battalion
  - September 12<sup>th</sup> - Participated in a Target Hazard survey with Engine 301 and 302 at PCC Structural at 5001 SE JCB
  - September 18<sup>th</sup> - Probationary Lieutenant ride- a- long mentoring session
  - September 18<sup>th</sup> - Attended Fire District's Annual Strategic Planning Retreat
  - September 24<sup>th</sup>- Conducted Organizational briefing
  - September 24<sup>th</sup>- Attended senior staff meeting
  - September 24<sup>th</sup>- Had DC Corless ride-a-long with me, we met with all crews in the north battalion and went over tactics and strategy for a downtown Milwaukie commercial building.

### **North Battalion-C Shift**

#### **Battalion Chief Nick Browne**

- Significant Incidents
  - September 17<sup>th</sup>- Truck 316, Heavy Rescue 305 and Engine 330 responded to a rope rescue in Estacada. A vehicle crashed and rolled off a 40 foot cliff. Patient was extricated and taken to OHSU.
- Projects/Events/Meetings/Training
  - This month's US&R Training was Trench Rescue. Crews set two panels simulating a slough in with a worker trapped. This drill was our annual Trench Evaluation.
  - This month's Truck Training was focused on preparation for our commercial ventilation drill in November.

- Members from our Trucks, Heavy Rescue, Captain Kinne, as well as multiple other members of the District spent the last half of September on and off shift cleaning up our Training Center. The area of focus was the Truck/USAR area of the training grounds. I have never seen this area look this good. Their pride and ownership of the District is exemplary.

### **East Battalion- A Shift**

#### **Battalion Chief Burke Slater**

- Significant Incidents
  - No significant incidents to report for the month of September.
- Projects/Events/Meetings/Training
  - Evaluated the Probationary A/O Testing at the Training Center with Engine 314.
  - BC 301 attended the Estacada Board Meeting.
  - Evaluated Engine 308 at the TC for Probationary FF Testing.
  - Active Shooter and Violent Event training.

### **East Battalion- B Shift**

#### **Battalion Chief Brent Olson**

- Significant Incidents
  - September 12<sup>th</sup>- Head on crash, Highway 26.
  - September 14<sup>th</sup>- Burn patient. Estacada 220: Landed Life Flight.
  - September 27<sup>th</sup>- Traffic Accident Injury on Springwater Road. Life Flight activation.
- Projects/Events/Meetings/Training
  - Fire Defense Board meeting on September 12<sup>th</sup>.
  - Operations meeting on September 9<sup>th</sup>.
  - Continued work on Rusk Road. Fire Inquiry.
  - Oregon City Safety Fair on September 14<sup>th</sup>.
  - Worked on getting crews familiar with Zoom meetings and new Organizational Communications Plan.
  - Met with Estacada Fire crews.

### **East Battalion- C Shift**

#### **Battalion Chief Jason Ellison**

- Significant Incidents
  - House Fire in Eagle Creek.
  - Car over an embankment in Eagle Creek.
  - Mutual aid to Sandy Fire on a small wall fire.
  - Garage fire in Happy Valley.
- Projects/Events/Meetings/Training
  - Probationary AO testing.
  - Operation Meeting.
  - Rope Rescue budget.
  - Water Rescue team management.
  - Prep for selling older Water Rescue apparatus.

- Tactical practice with east battalion company officers.
- Chief Corless ride- a-long.

### **South Battalion- A Shift**

#### **Battalion Chief Brian Burke**

- Significant Incidents
  - September 17<sup>th</sup>- Car over embankment - Minor injury but patient had to be carried out on stokes basket due to age and terrain. Engine 317, Truck 316, Heavy Rescue 305 and BC303.
- Projects/Events/Meetings/Training
  - Oregon City Police Chief Community meeting.
  - Table top house fire drill with all crews in Battalion 3.
  - 9/11 Memorial in Oregon City.

### **South Battalion- B Shift**

#### **Battalion Chief Jonathan Scheirman**

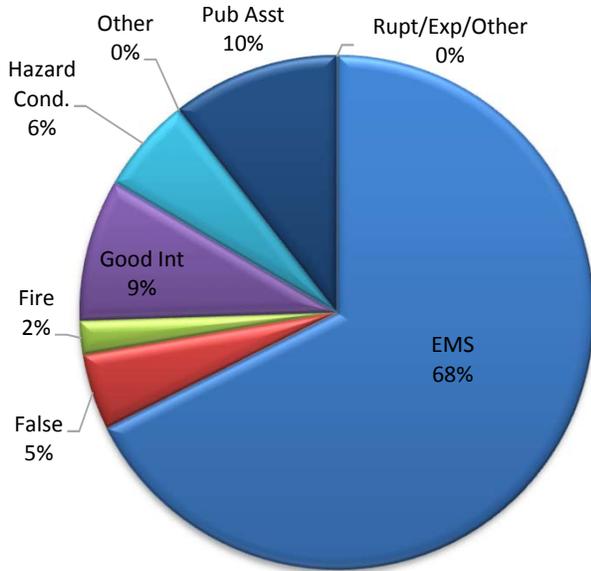
- Significant Incidents
  - No significant incidents to report for the month of September.
- Projects/Events/Meetings/Training
  - Made several station visits, and provided crews with operational updates.
  - Investigated a customer complaint.
  - Handled a couple personnel issues.
  - Provided battalion expectations to a probationary Lieutenant.
  - Attended the C800 and C-Com User Group meeting with Chief Corless.

### **South Battalion- C Shift**

#### **Battalion Chief Brian Stewart**

- Significant Incidents
  - No significant incidents to report for the month of September.
- Projects/Events/Meetings/Training
  - Local Emergency Planning Commission/tabletop exercise prep meeting.
  - Took vacation and attended fire service behavioral health symposium in Denver.
  - Attended First Responder Brunch at Oregon City Christian Church.
  - Participated in Organizational Development Committee meeting.
  - Attended CFD1 hazmat team training.
  - Completed redeployment of three-gas monitors.
  - NW Peer Support workgroup/nwpeersupport.org website work.
  - Served as evaluator for county hazardous materials tabletop exercise.
  - One-on-one training/meetings with individuals assigned accreditation components.
  - Attended NW Credentialing and Accreditation Committee via teleconference.
  - Hazardous Materials program development.
  - Station visits and Target Solutions training.

## Clackamas Fire Dist. #1 Emergency Services Report September 2019



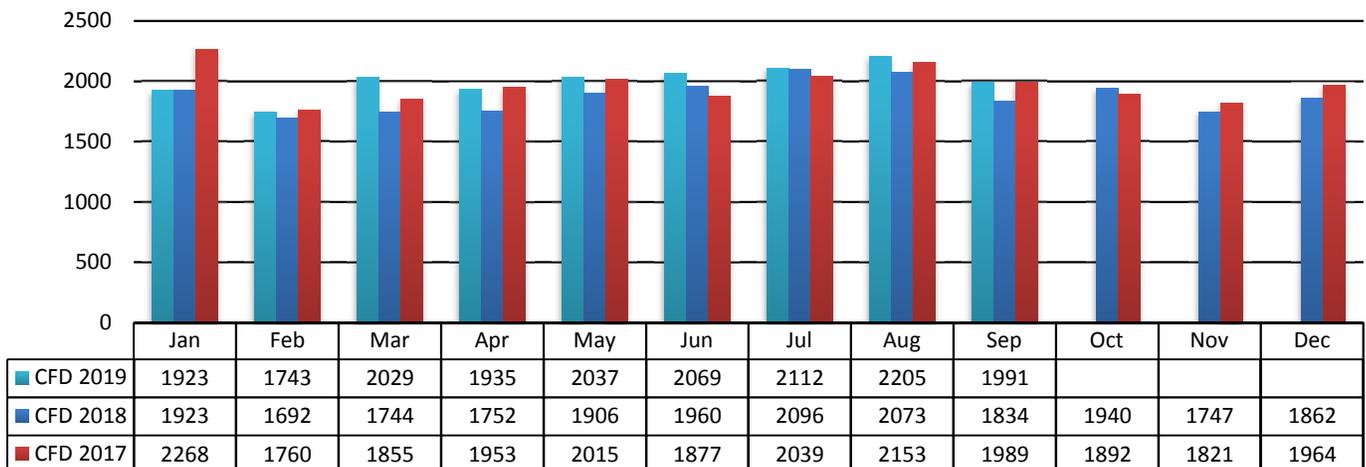
Incident Type	Data
EMS	1346
False	95
Fire	42
Good Int	178
Hazard Cond.	120
Other	0
Pub Asst	210
Rupt/Exp/Weather	0
<b>Grand Total</b>	<b>1991</b>

### Year to Date

Incident Type	2017	2018	2019
EMS	15775	15634	12314
False	913	857	764
Fire	603	581	542
Good Int	2186	2060	1639
Hazard Cond.	1472	1050	865
Other	7	7	2
Pub Asst	2619	2337	1906
Rupt/Exp/Weather	11	3	12
<b>Grand Total</b>	<b>23586</b>	<b>22529</b>	<b>18044</b>

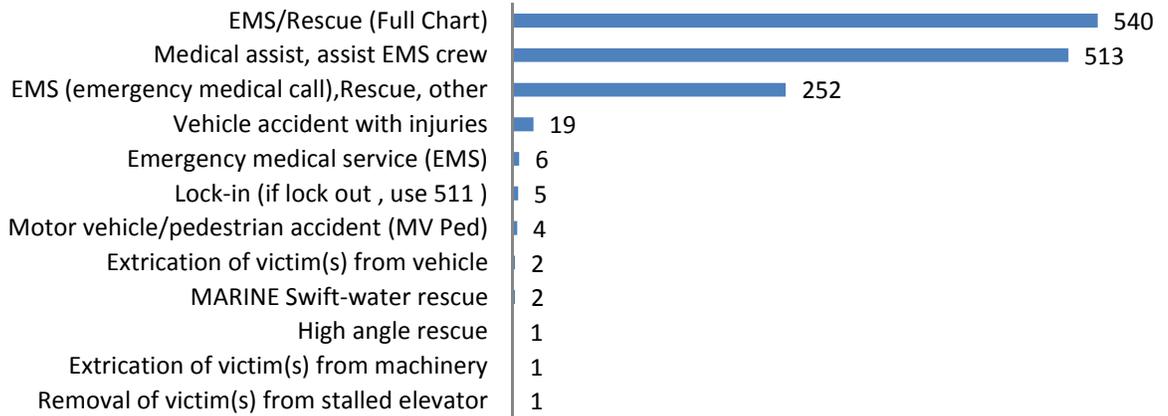
*Mutual Aid Given Incident Not Included*

### Total Incidents by Month

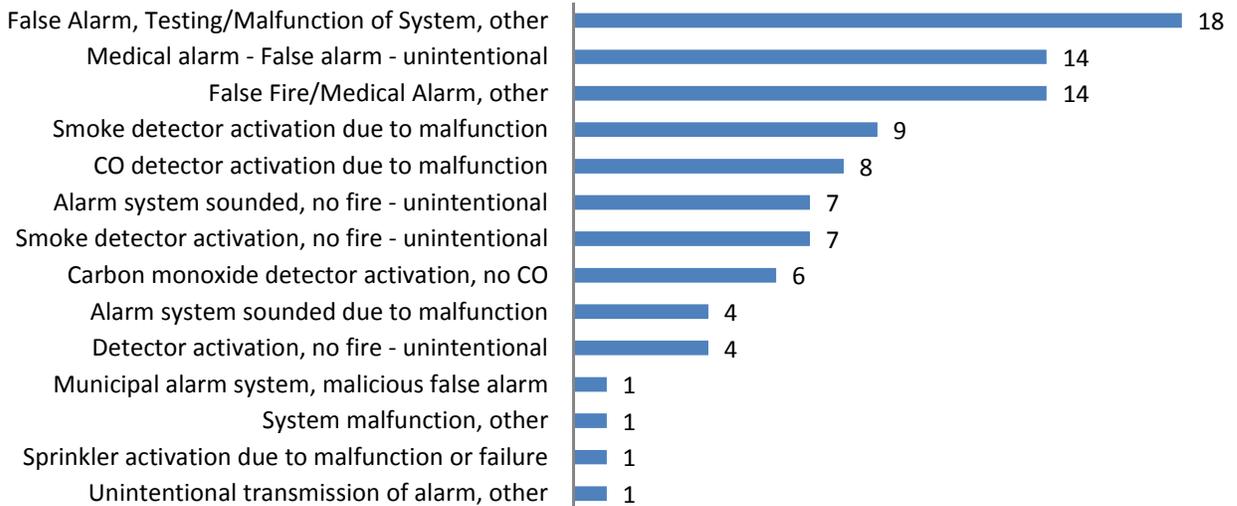


## September 2019 Incident Summary

### EMS Total: 1346

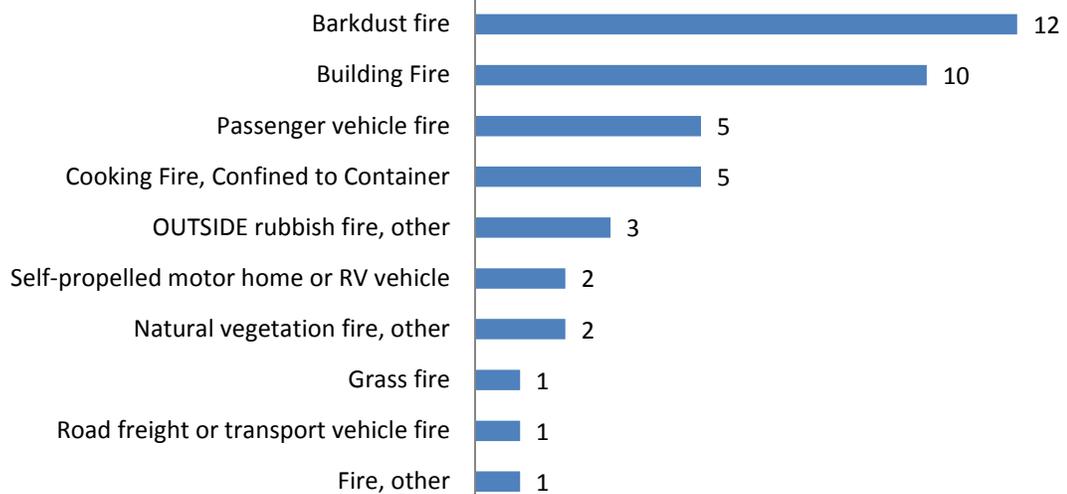


### False Alarm Total: 95

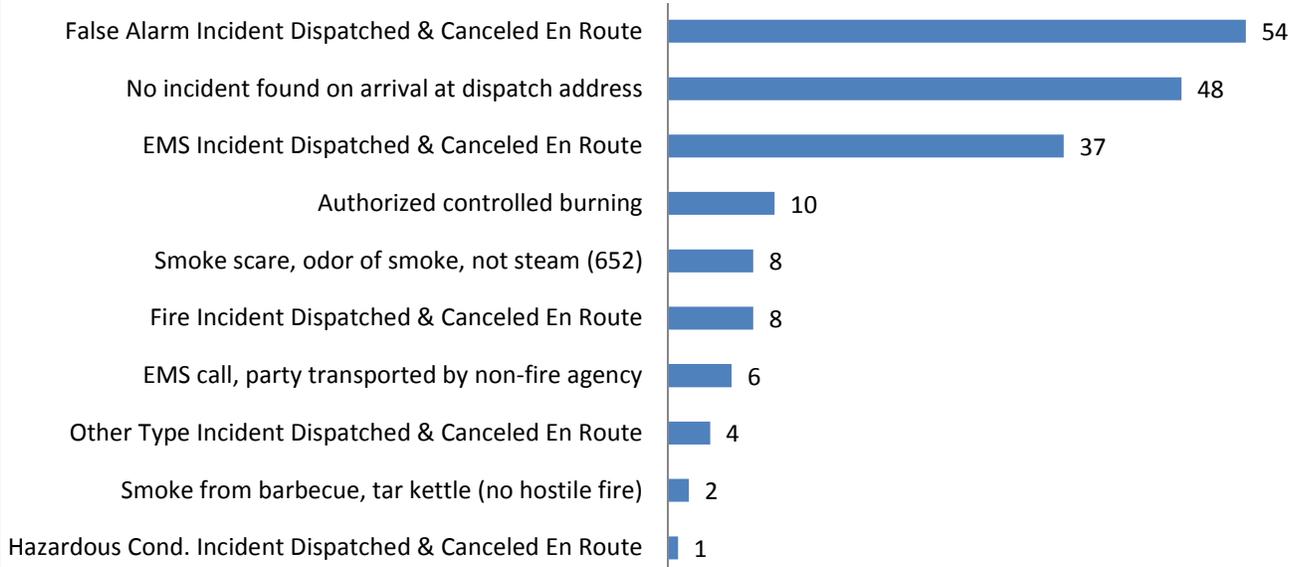


### Weather/Rupture/Explosion/Other Total: 0

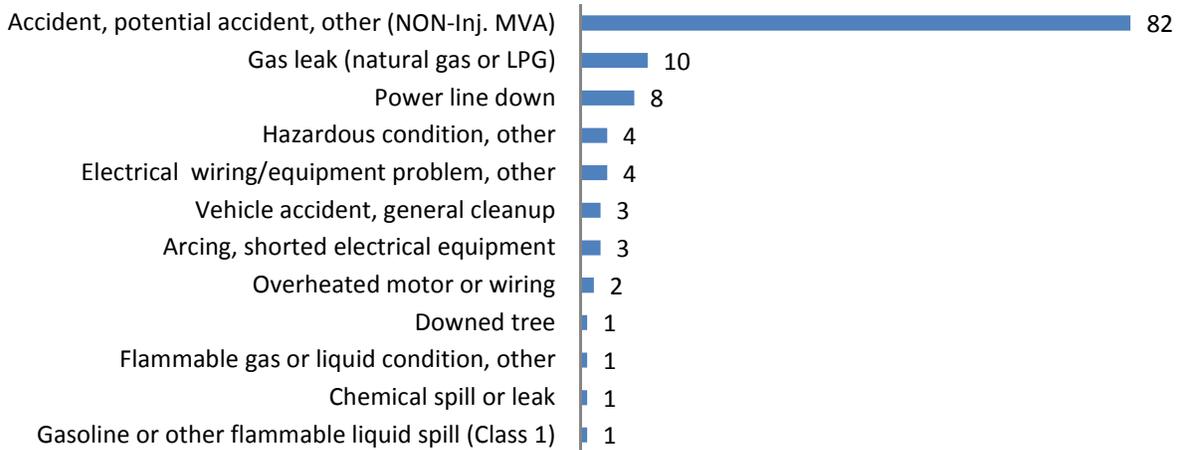
### Fire Total: 42



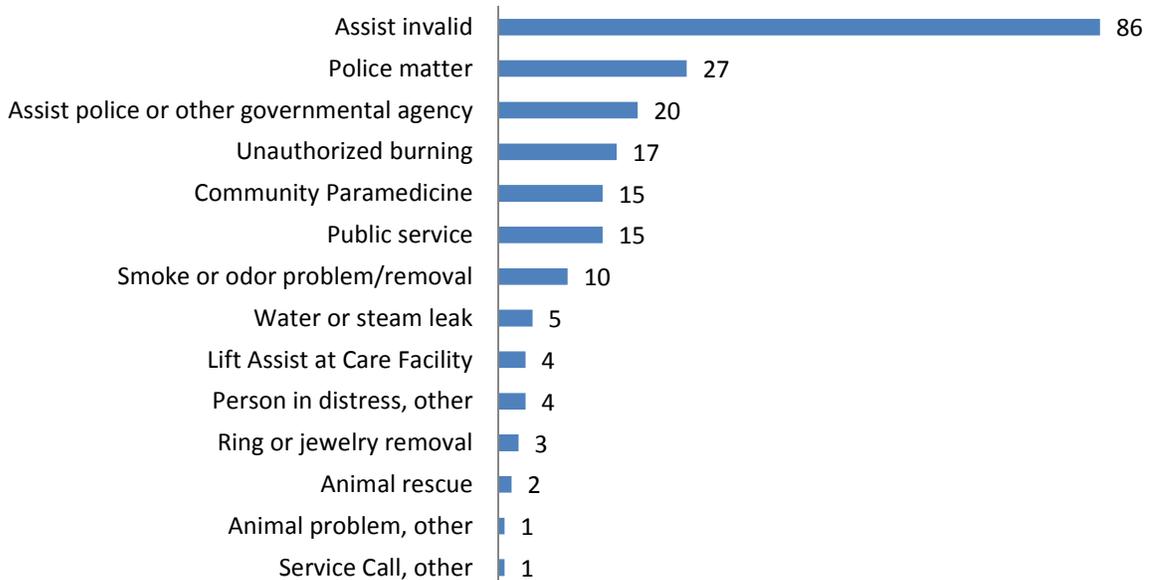
**Good Intent Total: 178**



**Hazardous Condition Total: 120**

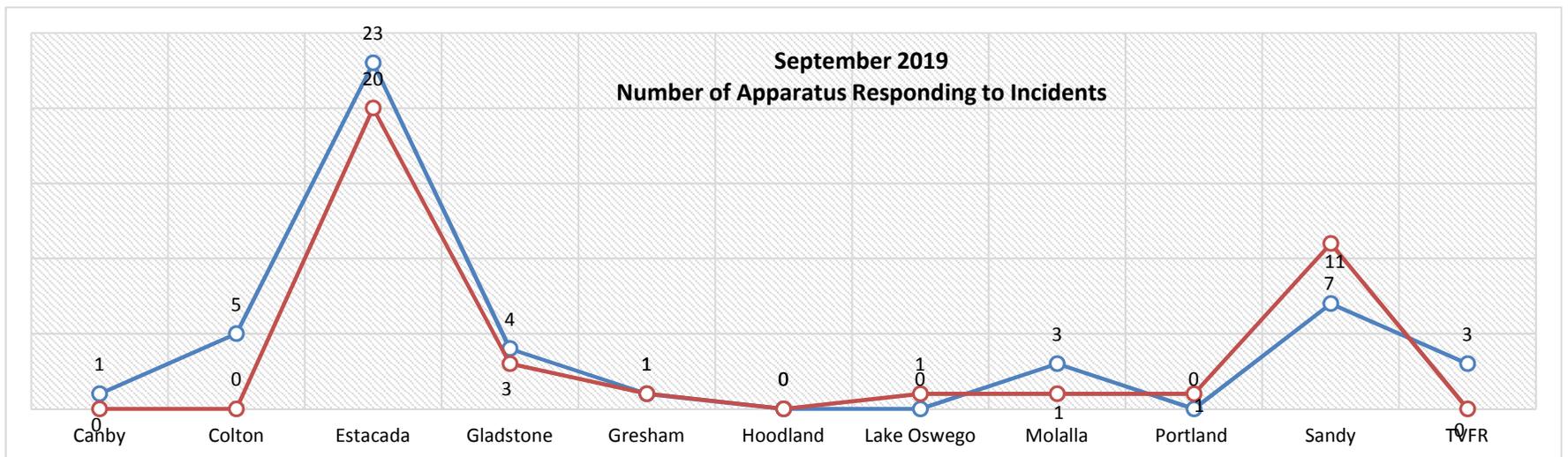
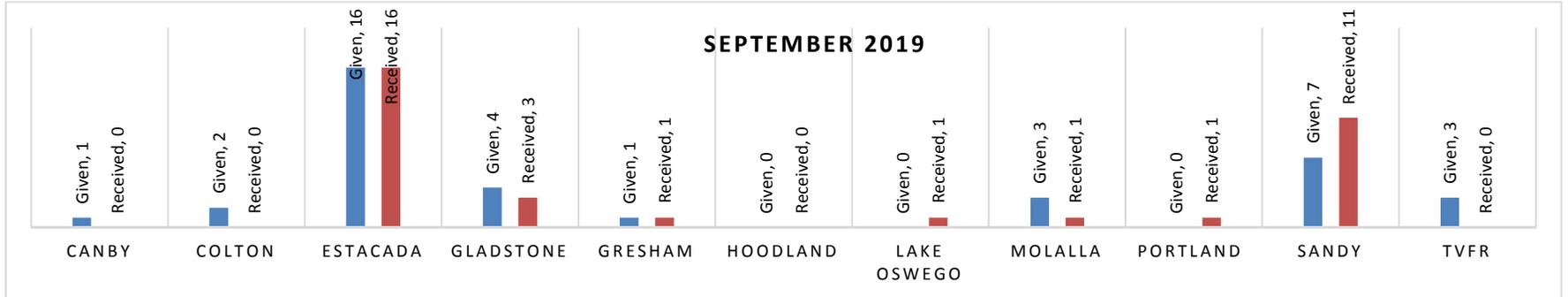


**Public Assists Total: 210**



## Mutual Aid Given to Mutual Aid Received by Agency by Incident

*\*Does not include: canceled en-route, canceled on-scene or did not respond.*



**Mutual Aid Given - Apparatus Overview**

September 2019

<b>Agency</b>	<b>Apparatus</b>	<b>Apparatus Action</b>	<b>Responses</b>
Canby	T316	Assistance, other	1
<b>Canby Total</b>			<b>1</b>
Colton	M316	Provide advanced life support (ALS)	1
	E310	RIT	1
	WT310	Operate apparatus or vehicle	1
	BC301	Provide manpower	1
	C304	Incident command	1
<b>Colton Total</b>			<b>5</b>
Estacada	HR305	Provide manpower	1
	BC303	Assistance, other	1
		Landing Zone	1
	E311	Control traffic	1
		Information, investigation & enforcement	1
		Provide manpower	1
	T316	Provide manpower	1
	BC302	Scene Safety -EFR	1
	E314	Provide manpower	1
	BR311	Assistance, other	1
	E318	Investigate fire out on arrival	1
		Standby/Staged	1
	BC301	Incident command	1
		Telephone Consult	1
	BR318	Assistance, other	3
		Emergency medical services, other	1
		Investigate	1
		Provide basic life support (BLS)	1
	E308	Fill-in or moveup	1
T319	Provide manpower	1	
<b>Estacada Total</b>			<b>23</b>
Gladstone	M303	Provide advanced life support (ALS)	1
		Transport person	2
	E315	Provide manpower	1
<b>Gladstone Total</b>			<b>4</b>
Gresham	E314	Salvage & overhaul	1
<b>Gresham Total</b>			<b>1</b>
Molalla	M316	Assistance, other	1
	E309	Assistance, other	2
<b>Molalla Total</b>			<b>3</b>
Sandy	E314	Assist lift patient	1
		Investigate	1
		Standby/Staged	1
	E318	Assistance, other	2
		Provide advanced life support (ALS)	1
Provide basic life support (BLS)	1		
<b>Sandy Total</b>			<b>7</b>
TVFR	E315	Information, investigation & enforcement	1
		Investigate	1
	E317	Investigate - EFR	1
<b>TVFR Total</b>			<b>3</b>
<b>Grand Total</b>			<b>47</b>

**Incident Types  
by FMZ  
September 2019**

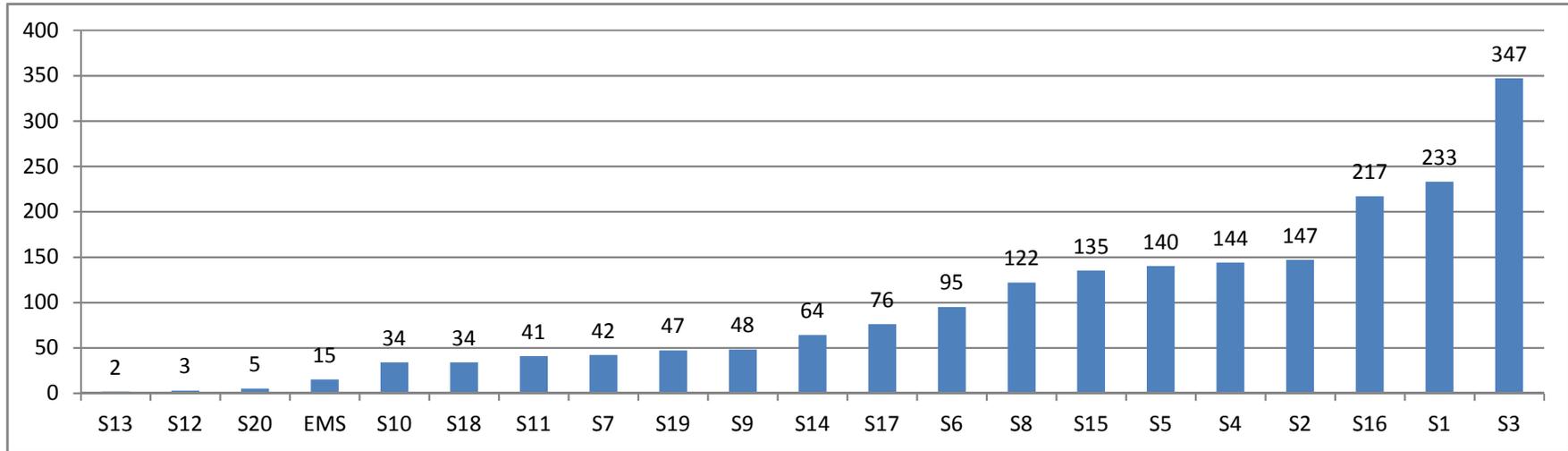
Incident Station	Incident Type	Total
S1	EMS	156
	False	12
	Fire	5
	Good Int	17
	Hazard Condition	10
	Pub Asst	33
<b>S1 Total</b>		<b>233</b>
S2	EMS	101
	False	7
	Fire	4
	Good Int	12
	Hazard Condition	8
	Pub Asst	15
<b>S2 Total</b>		<b>147</b>
S3	EMS	251
	False	9
	Fire	2
	Good Int	23
	Hazard Condition	10
	Pub Asst	52
<b>S3 Total</b>		<b>347</b>
S4	EMS	111
	False	8
	Fire	1
	Good Int	14
	Hazard Condition	4
	Pub Asst	6
<b>S4 Total</b>		<b>144</b>
S5	EMS	97
	False	4
	Fire	4
	Good Int	21
	Hazard Condition	8
	Pub Asst	6
<b>S5 Total</b>		<b>140</b>
S6	EMS	68
	False	7
	Fire	3
	Good Int	3
	Hazard Condition	4
	Pub Asst	10
<b>S6 Total</b>		<b>95</b>
S7	EMS	23
	False	4
	Good Int	7
	Hazard Condition	4
	Pub Asst	4
<b>S7 Total</b>		<b>42</b>

Incident Station	Incident Type	Total
S8	EMS	77
	False	4
	Fire	6
	Good Int	15
	Hazard Condition	11
	Pub Asst	9
<b>S8 Total</b>		<b>122</b>
S9	EMS	30
	Fire	3
	Good Int	4
	Hazard Condition	9
	Pub Asst	2
<b>S9 Total</b>		<b>48</b>
S10	EMS	22
	False	2
	Fire	4
	Good Int	2
	Hazard Condition	1
Pub Asst	3	
<b>S10 Total</b>		<b>34</b>
S11	EMS	23
	False	3
	Good Int	3
	Hazard Condition	7
	Pub Asst	5
<b>S11 Total</b>		<b>41</b>
S12	EMS	2
	Hazard Condition	1
<b>S12 Total</b>		<b>3</b>
S13	Good Int	1
	Pub Asst	1
<b>S13 Total</b>		<b>2</b>
S14	EMS	37
	False	4
	Fire	2
	Good Int	7
	Hazard Condition	8
Pub Asst	6	
<b>S14 Total</b>		<b>64</b>
S15	EMS	95
	False	11
	Fire	1
	Good Int	12
	Hazard Condition	11
Pub Asst	5	
<b>S15 Total</b>		<b>135</b>

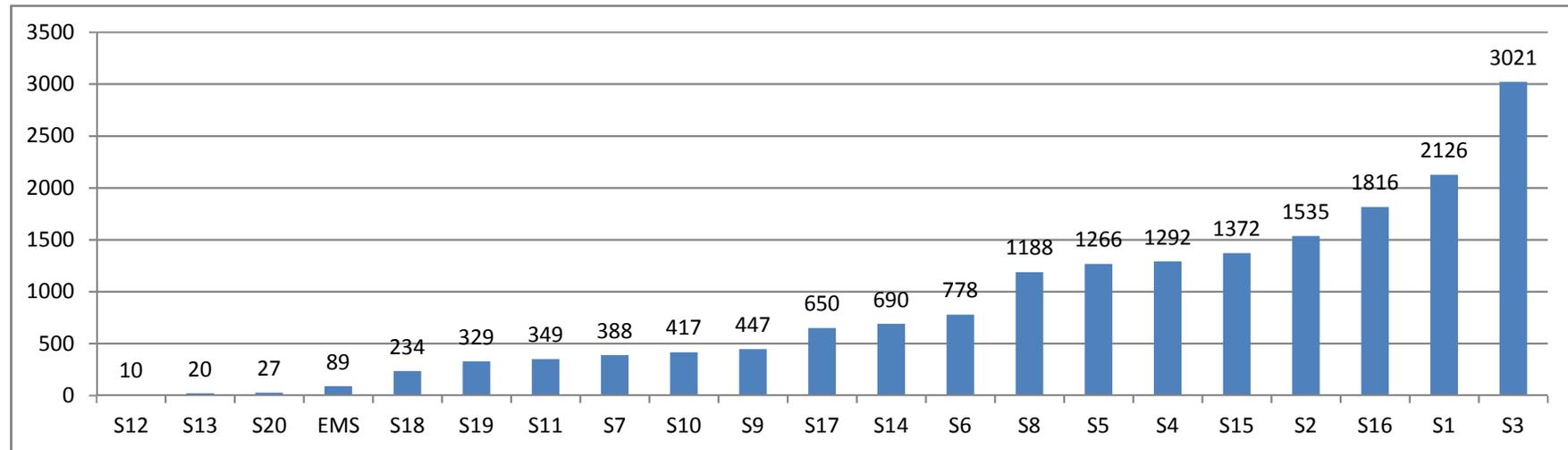
Incident Station	Incident Type	Total
S16	EMS	147
	False	12
	Fire	4
	Good Int	23
	Hazard Condition	14
	Pub Asst	17
<b>S16 Total</b>		<b>217</b>
S17	EMS	51
	False	5
	Fire	1
	Good Int	4
	Hazard Condition	3
	Pub Asst	12
<b>S17 Total</b>		<b>76</b>
S18	EMS	21
	Fire	1
	Good Int	8
	Hazard Condition	1
	Pub Asst	3
<b>S18 Total</b>		<b>34</b>
S19	EMS	31
	False	3
	Fire	1
	Good Int	1
	Hazard Condition	5
Pub Asst	6	
<b>S19 Total</b>		<b>47</b>
S20	EMS	3
	Good Int	1
	Hazard Condition	1
<b>S20 Total</b>		<b>5</b>
EMS	Pub Asst	15
<b>EMS Total</b>		<b>15</b>
<b>Grand Total</b>		<b>1991</b>

### Incident Count by FMZ

September 2019



### Year to Date



### Apparatus Response by Station and Incident Type

(Including Mutual Aid Given)

September 2019

Unit Station	Unit ID	Incident Type	Total
BC1	BC301	EMS	8
		Good Int	5
		Fire	9
		HazMat	4
	BC301 Total		26
<b>BC1 Total</b>			<b>26</b>
BC2	BC302	EMS	5
		False	3
		Good Int	4
		Pub Asst	1
		Fire	15
	HazMat	13	
BC302 Total		41	
<b>BC2 Total</b>			<b>41</b>
BC3	BC303	EMS	9
		False	2
		Good Int	2
		Pub Asst	2
		Fire	3
	HazMat	9	
BC303 Total		27	
<b>BC3 Total</b>			<b>27</b>
S1	E301	EMS	167
		False	13
		Good Int	19
		Pub Asst	32
		Fire	11
	HazMat	11	
E301 Total		253	
<b>S1 Total</b>			<b>253</b>
S2	E302	EMS	104
		False	6
		Good Int	14
		Pub Asst	15
		Fire	8
	HazMat	8	
E302 Total		155	
<b>S2 Total</b>			<b>155</b>
S3	M303	EMS	232
		False	1
		Good Int	16
		Pub Asst	29
		Fire	7
	HazMat	2	
M303 Total		287	

Unit Station	Unit ID	Incident Type	Total
S3 Continued	E303	EMS	84
		False	9
		Good Int	9
		Pub Asst	32
		Fire	4
		HazMat	12
E303 Total			150
S3 Total	HM303	EMS	3
		HazMat	1
		HM303 Total	4
			<b>441</b>
S4	T304	EMS	126
		False	9
		Good Int	19
		Pub Asst	13
		Fire	9
		HazMat	13
T304 Total			189
S4 Total			<b>189</b>
S5	HR305	EMS	124
		False	5
		Good Int	21
		Pub Asst	9
		Fire	14
		HazMat	11
HR305 Total			184
S5 Total			<b>184</b>
S6	E306	EMS	70
		False	8
		Good Int	3
		Pub Asst	10
		Fire	5
		HazMat	5
E306 Total			101
S6 Total			<b>101</b>
S7	E307	EMS	26
		False	4
		Good Int	9
		Pub Asst	5
		HazMat	5
		E307 Total	
S7 Total			<b>49</b>
S8	E308	EMS	81
		False	4
		Good Int	15
		Pub Asst	9
		Fire	11
		HazMat	12
E308 Total			132
S8 Total			<b>132</b>

Unit Station	Unit ID	Incident Type	Total
S9	IE309	Good Int	1
		Fire	3
	IE309 Total		4
	E309	EMS	36
		False	3
		Good Int	7
		Pub Asst	9
Fire		7	
E309 Total		12	
E309 Total		74	
<b>S9 Total</b>			<b>78</b>
S10	E310	EMS	27
		False	2
		Good Int	3
		Pub Asst	4
		Fire	5
		HazMat	2
	E310 Total		43
	WT310	Fire	3
	WT310 Total		3
BR310	Fire	1	
BR310 Total		1	
<b>S10 Total</b>			<b>47</b>
S11	E311	EMS	29
		False	3
		Good Int	6
		Pub Asst	5
		Fire	1
		HazMat	10
	E311 Total		54
	WT311	Pub Asst	1
		Fire	2
WT311 Total		3	
BR311	Good Int	1	
	Fire	1	
BR311 Total		2	
<b>S11 Total</b>			<b>59</b>
S13	E313	EMS	1
	E313 Total		1
	BR313	EMS	6
		False	1
		Good Int	1
Pub Asst		3	
BR313 Total		1	
BR313 Total		12	
<b>S13 Total</b>			<b>13</b>

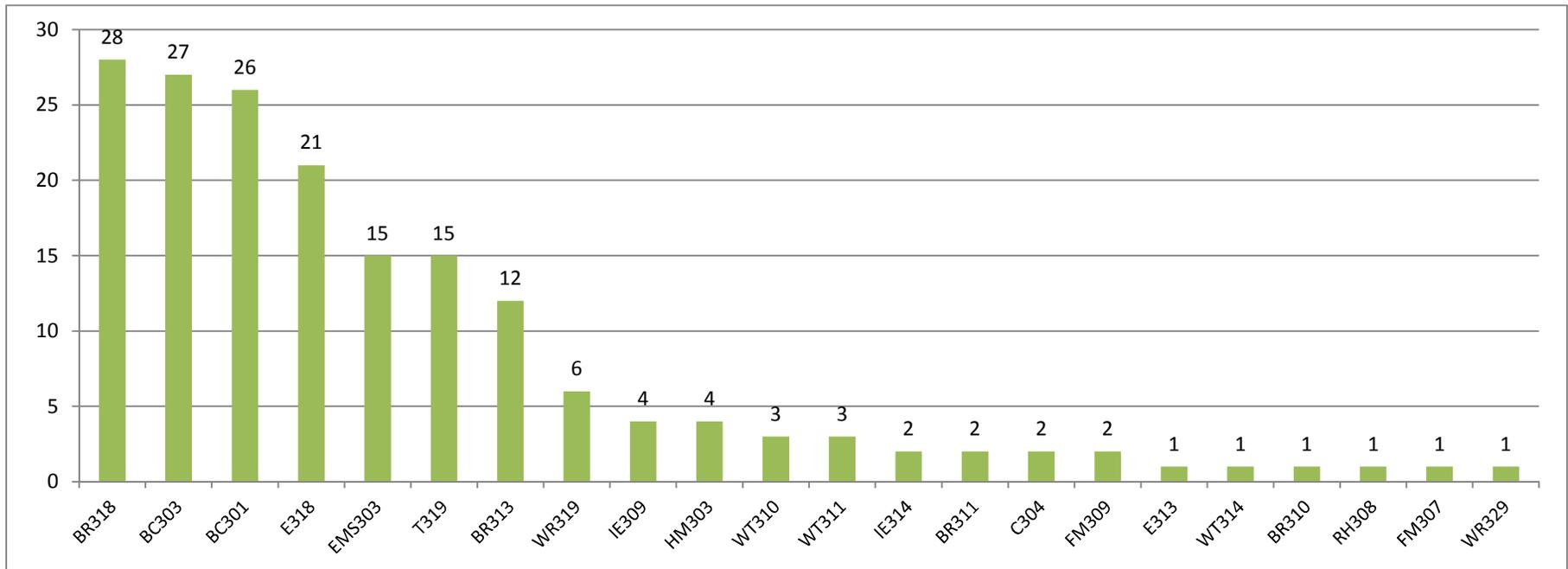
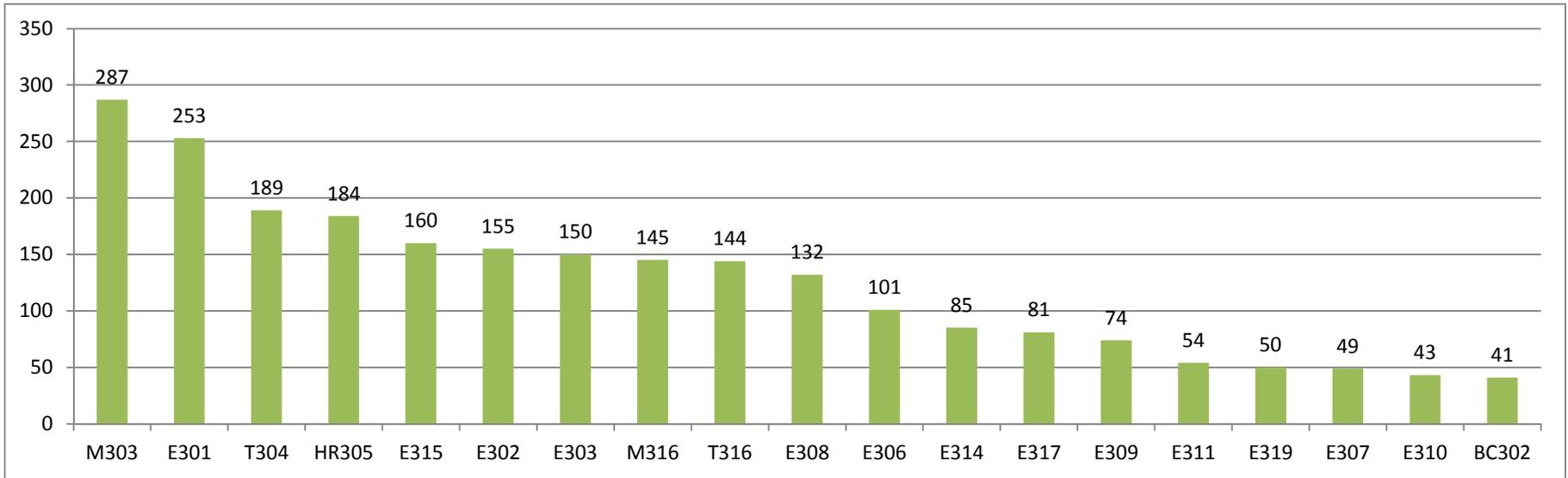
Unit Station	Unit ID	Incident Type	Total
S14	E314	EMS	51
		False	4
		Good Int	10
		Pub Asst	6
		Fire	5
		HazMat	9
	E314 Total	85	
S14 Total	WT314	Fire	1
	WT314 Total	1	
	IE314	Fire	1
		HazMat	1
	IE314 Total	2	
	<b>S14 Total</b>		
S15	E315	EMS	109
		False	13
		Good Int	12
		Pub Asst	5
		Fire	6
	HazMat	15	
E315 Total	160		
<b>S15 Total</b>			<b>160</b>
S16	M316	EMS	117
		False	5
		Good Int	11
		Pub Asst	7
		Fire	2
	HazMat	3	
	M316 Total	145	
S16 Total	T316	EMS	81
		False	11
		Good Int	16
		Pub Asst	13
	Fire	8	
HazMat	15		
T316 Total	144		
<b>S16 Total</b>			<b>289</b>
S17	E317	EMS	49
		False	8
		Good Int	5
		Pub Asst	11
		Fire	3
	HazMat	5	
E317 Total	81		
<b>S17 Total</b>			<b>81</b>
S18	E318	EMS	14
		Good Int	4
		Pub Asst	1
	Fire	2	
E318 Total	21		

Unit Station	Unit ID	Incident Type	Total	
S18 Continued	BR318	EMS	19	
		Good Int	4	
		Pub Asst	1	
		Fire	2	
		HazMat	2	
BR318 Total			28	
<b>S18 Total</b>			<b>49</b>	
S19	E319	EMS	30	
		False	3	
		Good Int	3	
		Pub Asst	8	
		Fire	1	
		HazMat	5	
	E319 Total			50
	T319		EMS	6
			False	1
			Good Int	1
			Pub Asst	1
			Fire	4
	T319 Total			15
	WR319		EMS	4
Good Int			1	
HazMat			1	
WR319 Total			6	
WR329		EMS	1	
WR329 Total			1	
<b>S19 Total</b>			<b>72</b>	
(blank)	C304	Fire	2	
	C304 Total			2
	RH308	Fire	1	
	RH308 Total			1
	FM309	Fire	2	
	FM309 Total			2
	FM307	Fire	1	
	FM307 Total			1
<b>(blank) Total</b>			<b>6</b>	
EMS	EMS303	Pub Asst	15	
	EMS303 Total			15
<b>EMS Total</b>			<b>15</b>	
<b>Grand Total</b>			<b>2555</b>	

## Incident Response by Apparatus

*(Including Mutual Aid Given)*

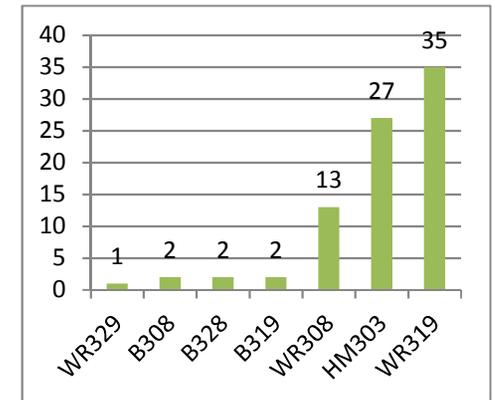
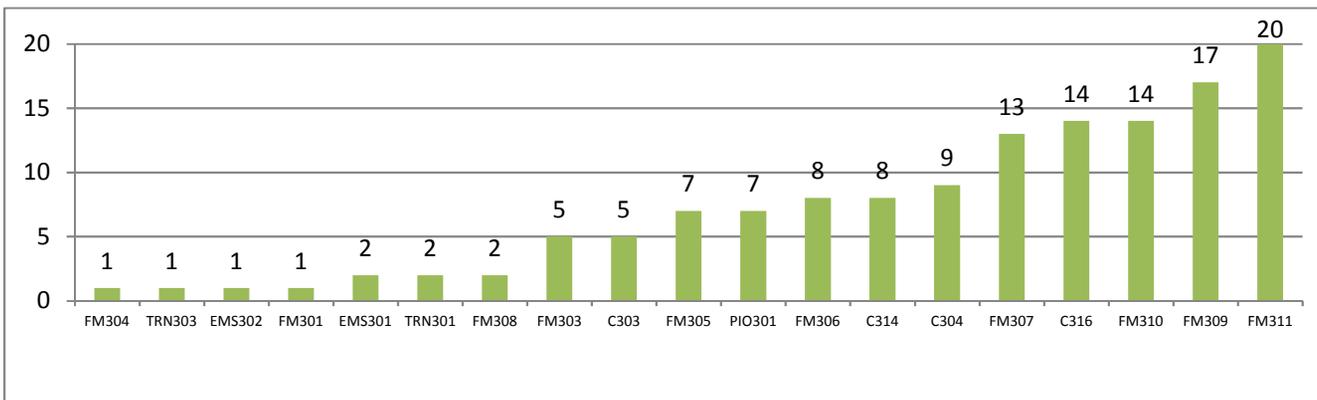
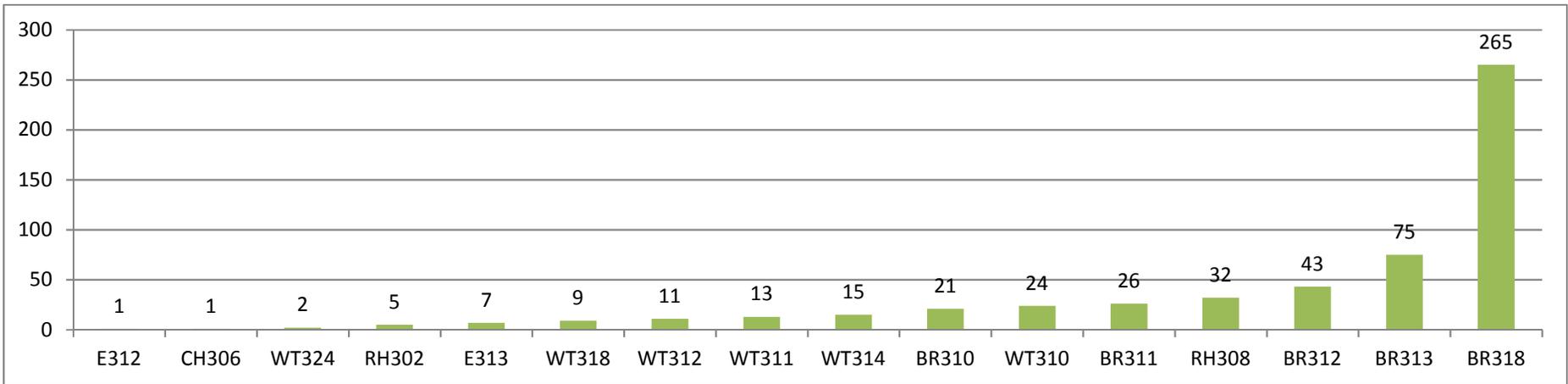
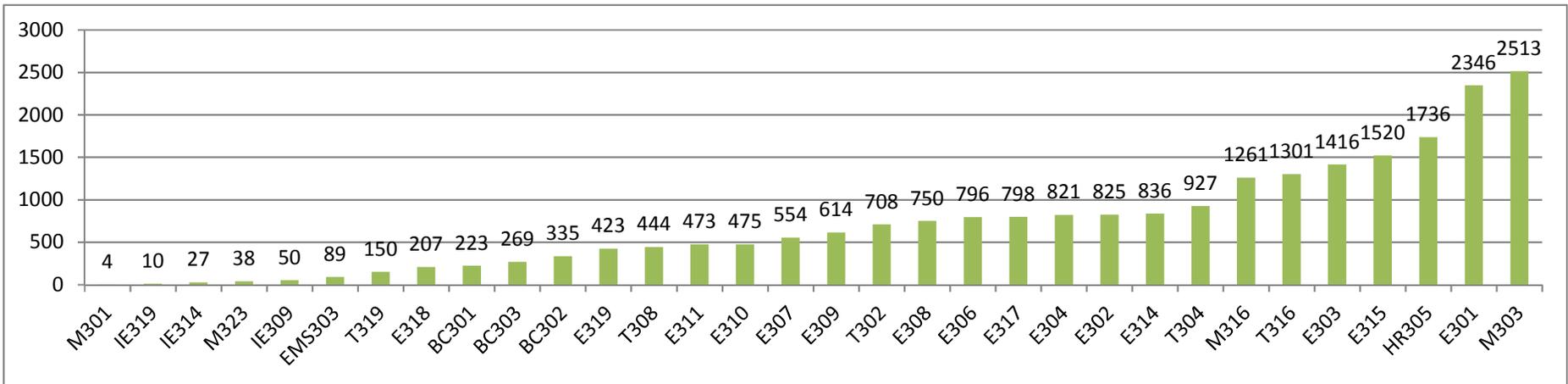
**September 2019**



# Incident Response by Apparatus

(Including Mutual Aid Given)

Year to Date 2019



# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief John Hopkins

Re: Training Division Monthly Report – September 2019

---

## Projects/Events/Meetings/Training – BC Hopkins

- Attended OPS meeting.
- Attended Board meeting.
- Attended Estacada Board meeting.
- Attended regional training chief meetings.
- Attended fallen firefighter memorial at DPSST.
- Attended COOP exercise at the Training Center (TC).
- Attended Organizational chart meeting at the Training Center.
- Meetings regarding upcoming career and volunteer academies.
- Attended senior staff meetings.
- Reviewed several Policies, making revisions as needed.
- Reviewed injury reporting and conducted a safety meeting.
- Welcomed Captain Melanie Kenne to her new ATO TDY position.
- PFAS meeting with Water and Environmental Services.
- Still Retired.

## Projects/Events/Meetings/Training – ATO Capt. Kinne

- Moved into new office/ IT set up.
- Campus familiarization.
- Weekly staff meetings.
- Prepared Burn to Learn Redland.
- Previewed possible burn in Beavercreek.
- Gathered information for vehicle use SOP.
- Prepared “alternative recruit academy” program proposal.
- Assisted with Gresham Fire Lieutenant test.
- Week of vacation, rescue dogs.
- Evaluated CPS at TC.
- Shingled and restored low pitch vent prop at TC.

## Projects/Events/Meetings/Training – ATO Lt. Brown

- Weekly Training Staff meetings.
- Company Performance Standards evaluations.

- Final Probationary Apparatus Operator's Practical tests.
- Assisted Gresham Fire with Lieutenant's Exam.
- Coordinated CPS performance evaluations for Ops Crews.
- Volunteer Academy Evaluations.
- Active Violent Event Resource Bag Update.

Projects/Events/Meetings/Training – ATO Lt. Walker

- One month into Volunteer Academy 19-01. All is going well. The instructors are giving very positive feedback on the group. I see them progressing very well.
- Working on an in-house Firefighter 1 certification program for our Single Role Paramedics.
- Sat on the interview panel for the Logistics Driver position.
- Working with many of the volunteers to help them complete various task books.
- Prepping for the upcoming Probationary Firefighter written and practical testing, which will take place at the end of October.

Respectfully submitted,

Battalion Chief John Hopkins

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Volunteer Services Chief Steve Deters

Re: Volunteer Services Division Monthly Report – September 2019

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

## Fire Training

Drills in the month of September included:

- 9/11/2019 FF Skills Practice
- 9/12/2019 FF Skills Practice
- 9/18/2019 Ladders/Forcible Entry
- 9/19/2019 Ladders/Forcible Entry
- 9/25/2019 Hose Drill/Hose Pulls & Loads
- 9/26/2019 Hose Drill/Hose Pulls & Loads

## EMS Training

- 9/04/2019 Scene Set-Up & Patient Interviews
- 9/05/2019 Scene Set-Up & Patient interviews

In September, the Volunteer group participated in the following Events/Meetings

- 9/09/2019 Volunteer Association Board Meeting
- 9/14/2019 2019 CFD#1 Health & Safety Fair, Hilltop Oregon City

## Recruitment

- 9/12/2019 Wellness Drill
- 9/14/2019 MSA SCBA Training
- 9/15/2019 Ladders/Forcible Entry
- 9/18/2019 Ladders/Forcible Entry
- 9/19/2019 Ladders/Forcible Entry
- 9/21/2019 Hose Drill
- 9/25/2019 Hose
- 9/26/2019 Hose
- 9/28/2019 Hose

### Explorers

September Drills focused on:

- 9/02/2019 Station 18 - Station Tour
- 9/09/2019 Station 18 – Radio Operations Instructions
- 9/16/2019 Station 11 - Station Tour
- 9/23.2019 Station 11 - Radio Operation Instructions
- 9/29/2019 Radio Operation recap

### Public-Relations

- 9/14/2019 2019 CFD#1 Health & Safety Fair, Hilltop Oregon City

### Station Coverage

The following is a breakdown per station that had a Duty Shift for September:

- Stn.12 – 6/30
- Stn.13 – 20/30
- Stn.18 – 26/30
- Rehab/Water Tender Group – 19/30

### Personnel Changes

- None

Respectfully submitted,

Volunteer Services Battalion Chief Steve Deters

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Facility Maintenance Manager Scott Vallance

Re: Facility Maintenance Division Monthly Report – September 2019

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- Fire sprinklers annual inspections and maintenance was completed in all sprinkled facilities.
- Punch list walk through of Station 16 and Station 19 done with Emerick Construction. List continues to be worked on.
- Met with Pace Engineering on site at Station 19 for review of concerns/plans for south side bio-swale. Fix being given to Emerick Construction. Repair to be made when parts are received.
- Obtained roofing quotes for reroofing the Clackamas Training Center. This work is being rewarded to Sankoz Roofing of Clackamas.
- Station 16 walk through with City of Oregon City Water Quality Coordinator on required annual care and maintenance of the bio-swales and retention ponds.
- Facilities Maintenance Tech II Thompson has completed as much of the remodel at Station 21 as possible until Sonitrol completes the addition of the two additional card readers for the rear, and new interior doorway.
- Facilities Maintenance Tech II Thompson has also been working on the plans for the gable extensions at the TC, and the patio cover for Station 7.
- Facilities Maintenance Tech II Dinsmore disconnected the modular at CCC in preparation for its move to Canby Fire's property.
- Facilities Maintenance Tech II Dinsmore also repaired a broken water line at Station 18.
- Facility Director Vallance attended:
  - 2019 Board of Directors' Planning Retreat
  - Fire District's Annual Strategic Planning Retreat
  - CFD1 Board Meeting
  - Estacada Fire District Board meeting
  - Organizational chart meeting
  - COOP Table top exercise

Respectfully submitted,

Facility Maintenance Director Scott Vallance

## **CORRESPONDENCE**

- C-1 Thank you Re: Compliment to Inspector, Denny Dahlgren, for his job well done installing smoke alarms for a citizen.
- C-2 Thank you Re: Facebook message sharing that Firefighters are heroes.
- C-3 Thank you Re: Facebook message thanking the crew for the Station 6 Open House. Crew: Lt. Micah Shelton, AO Tyler Bieker, FF Owen Holder and BC Nick Browne.

**Feedback is About**

Fire Prevention / Education

**Do wish you to share a compliment or concern?**

Compliment

**We're happy to receive your compliment! Tell us about it**

Denny did a wonderful job installing smoke alarms for me. He was very personable! He came right in, did a great job and quickly! Also, he was nice to my dogs.



**Sarah McDonald** You Firefighters are such hero's! I just came out of North Clackamas Aquatic Park after water aerobics, and two little 4 Yr. old twin brothers saw the Firefighter sticker on the back window of our car, and started going all ballistic yelling to their Grandma , "oh cool, that old lady has a "fire sticker" in her window!

You are truly Hero's in everyone's eyes when trouble is facing them and they need help!

In this instance those two little brothers knew exactly what they saw and absolutely overjoyed seeing that sticker"!

You ALL are hero's! 2,064 calls in a month's time, you deserve "gold stars"!!!!

❤️ The Cake Lady

[Like](#) · [Reply](#) · [Message](#) · 23h





Thank you for having the open house my son loved it.



Station 6 Open House Crew: Lt. Micah Shelton, AO Tyler Bieker, FF Owen Holder and BC Nick Browne.

## **INFORMATIONAL ITEMS**

- I-1 Women Making a Difference 2019 – Clackamas Review and Oregon City News
- I-2 Protect your family with a fire escape plan - Happy Valley News
- I-3 Estacada, Clackamas fire boards to consider contract for service – Estacada News
- I-4 Clackamas Fire’s ‘Chain of Survival’ celebrates those who save lives with CPR - KATU

**Fire Prevention Week**  
October 6-12, 2019

**Not every hero wears a cape.**

**PLAN and PRACTICE your ESCAPE!**

firepreventionweek.org





**CLACKAMAS FIRE DISTRICT #1**

## CREATE A HOME ESCAPE PLAN!

**Draw or map out the layout of your home, marking two exits from every room (typically a door and a window) and a path from each exit to the outside.**

**Mark the location of all smoke alarms in your home. (There should be at least one on every level, in each bedroom, and near all sleeping areas.) Test the alarms monthly to make sure they are working.**

**Pick a meeting place outside in front of your home where everyone will meet upon exiting.**

**Make sure everyone knows how to call 911 from a mobile phone or neighbor's phone once they are safely outside.**

**Clackamas Fire District #1**

Fire Prevention Phone:  
**503-742-2660**

For more information visit [www.clackamasfire.com](http://www.clackamasfire.com)

**OCTOBER FIRE STATION OPEN HOUSES**

**Saturday, October 5, 2019**  
1:00-3:00pm  
Fire Station 19  
19750 SE Damascus Ln.  
Damascus, OR

**Saturday, October 12, 2019**  
1:00-3:00pm  
Fire Station 6  
12901 SE King Rd.  
Happy Valley, OR

**Saturday, October 19, 2019**  
1:00-3:00pm  
Fire Station 3  
2930 SE Oak Grove Blvd.  
Milwaukie, OR

**Saturday, October 26, 2019**  
1:00-3:00pm  
Fire Station 16  
19340 Molalla Ave.  
Oregon City, OR

**Thursday, October 31, 2019**  
6:00-8:30pm  
Fire Station 18  
32200 SE Judd Rd.  
Eagle Creek, OR



**Melanie Kinne**  
Captain  
Clackamas Fire District #1

Melanie Kinne is a Captain with Clackamas Fire District #1 and recently attained a position as Training Officer with their Training Division. Her new duties involve developing and facilitating training exercises for current employees, supervising new recruit training, and revising and implementing training-related policies and performance standards. She was previously assigned to Station 8 in Clackamas as the station captain.



**Anh Le**  
Accounting Manager  
Clackamas Fire District #1

Anh Le began working for Clackamas Fire District #1 in 2017 and is the Accounting Manager. She manages accounts receivable and payable, and grants. She is committed to community stewardship with a goal of providing excellent public service within the community she resides in. She deeply respects and appreciates the work of Clackamas Fire. She is grateful to have a

Melanie came to the United States from Germany in the mid-1990s and worked as a carpenter and cabinet maker before a friend, who is a firefighter with Vancouver Fire, suggested she would be well-suited for firefighting. Melanie had not considered this as a career opportunity, as she assumed it was not attainable for women. After several ride-alongs with local fire departments, she realized this was a misconception. She became determined to join the kind, caring, and hardworking firefighters she had met on these outings. With the support of her friend, she started investigating her options and enrolled in community college, volunteered at various emergency and medical non-profits, and prepared for the physical demands of a firefighting career.

In 2001, Melanie was hired by Gresham Fire as an EMT Basic/Firefighter. She became a Paramedic in 2003 and obtained numerous specialty certifications, as well as her bachelor's degree over the following years. In 2008, she accepted a job offer from Clackamas Fire. Since then, she has been involved in several programs and projects with the fire district, as well as a number of non-profit organizations.

career that is meaningful, rewarding, and enables her to work with great people. Her colleagues make her work more enjoyable and continuously challenges her to grow professionally.

Graduating from Portland State University in 2012 with a Bachelor of Arts in Accounting, Anh went on to earn her master's in Business Administration from Marylhurst University in 2017. She has worked in the accounting field since 2009, in both the public and private sectors. She has been fortunate to be able to utilize what she has learned through her education in her position.

She was born and raised in Southeast Vietnam and is inspired by her Vietnamese heritage. Anh moved to the United States when she was 19-years-old with her mom and sister. Anh's mom is her hero, as she inspires her to be the best possible version of herself. In her spare time, Anh teaches Vietnamese at her parish and is an active member of various non-profit committees. She relishes in challenges and has a wide-range of interests, from business development and marketing, to dancing.

# Protect your family with a fire escape plan



October is Fire Prevention Month! This year's theme is Not Every Hero Wears a Cape. Plan and Practice Your Escape!

Create a home escape plan and review it with members of your family, especially children. Draw a map or layout of your home, marking two exits from every room and path from each exit to the outside. Mark the location of all smoke alarms in your home. There should be at least one on every level, in each bedroom, and near all sleeping areas. Test the alarms monthly to ensure they are working. Pick a meeting place outside in front of your home where everyone will meet upon exiting. Make sure everyone knows how to call 9-1-1 from a cell phone or a neighbor's phone, once household members are safely outside.



Everyday steps can create heroic results.  
Practice your home escape plan today!  
Fire Prevention Week is October 6–12, 2019

This month, commit to making an escape plan that all family members can utilize in the event of a house fire.

During October, please join us at an Open House for a station tour and learn important fire and life safety information.

**OCT. 5, 1-3 P.M.**

Damascus Station 19  
19750 SE Damascus, Ln. Damascus

**OCT. 19, 1-3 P.M.**

Oak Grove Station 3  
2930 SE Oak Grove Blvd., Milwaukie

**OCT. 31, 6-8:30 P.M.**

Eagle Creek Station 18  
32200 SE Judd Rd., Eagle Creek

**OCT. 12, 1-3 P.M.**

Happy Valley Station 6  
12901 SE King Rd., Happy Valley

**OCT. 26, 1-3 P.M.**

Hilltop Station 16  
19340 SE Molalla Ave., Oregon City

Estacada News

## Estacada, Clackamas fire boards to consider contract for service

*Current intergovernmental agreement between the districts was extended*

By: Emily Lindstrand  
September 23, 2019

During meetings last week, the boards of directors for the Estacada Rural Fire District and Clackamas Fire District approved an extension of an intergovernmental agreement and opted to move forward with developing a contract for service that will be considered next month.

If both groups approve the contract for service, voters from each district may consider an integration of Estacada Fire into Clackamas Fire during the November 2020 election. The integration would need to be approved by constituents of both Estacada and Clackamas to take effect.

During Clackamas Fire's board meeting on Monday, Sept. 16, directors present unanimously gave consensus to move forward with developing a contract of service that the boards will vote on next month. (Clackamas Fire Director Marilyn Wall was absent from the meeting.) At Estacada Fire's board meeting on Thursday, Sept. 19, directors Matthew Silva, Ken Oliver and John Bresko gave consensus to move forward, while director John McAdoo requested to consider it at the next meeting.

The current intergovernmental agreement between the two agencies was extended through the end of October. Clackamas Fire Chief Fred Charlton noted that if a contract is approved during the boards' meetings next month, he would ask that the IGA be extended through the end of the year. If either or both boards need additional time to review the draft contract for service, he would request an extension of the IGA during that period.



Charlton added that it has not yet been determined when the board will decide to send the question of integration to voters, but it would likely be a topic of discussion next spring.

This summer, a feasibility study from Emergency Services Consulting International was paid for by the Estacada and Clackamas fire districts and recommended a merger. The interagency committee, which consists of Clackamas Fire board President Jim Syring, Clackamas Fire director Thomas Joseph, Silva and Oliver, opted to bring a contract for service to both boards for consideration.

A proposed timeline discussed at both meetings last week noted that if a contract for service is approved, it would be in effect from Jan. 1, 2020, through June 30, 2021. The contract is estimated to cost \$1,458,256 from Jan. 1-June 30, 2020 and \$2,865,941 from July 1, 2020, through June 30, 2021. Any additional tax revenue received by the Estacada Rural Fire District during the contract for service will be placed in its reserve fund.

"What a contract for service does (is that) Clackamas manages our tax money. It still remains Estacada fire, but they're just managing our fire district," said Oliver.

If the contract for service is approved, Clackamas Fire will staff the Estacada Fire Station with three firefighters for all 24 hour shifts, something that Estacada Fire can provide only 68% of the time. The George Fire Station will be staffed with additional volunteers if the contract is approved.

If an annexation is approved, board members would like to see staffing at the Estacada Fire station increased to four people.

"More details will come if we get to the point of drafting a contract proposal," Charlton stated during Estacada Fire's meeting.

During a contract for service and any potential merger, all Estacada Fire staff members and volunteers would remain a part of the organization. Charlton said that "along with service delivery, the most important thing will be the transition of employees and volunteers."

"We know through succession planning that Clackamas Fire is going to have a number of vacancies coming up over the next 12 to 24 months. So we want to make sure that we can maximize the talent coming over from Estacada Fire and fill some of our vacancies," he said.

Silva added that, "our people are our number one resource."

"We can give you the shiniest fire trucks in the world. . .but it's the people who make the service the quality of what it is. So no matter what decision we make, we will always take care of our people," Silva said.

Estacada and Clackamas first established an intergovernmental agreement in 2016. Through the most recent version of the IGA, Estacada receives fire prevention, training and enhanced services from Clackamas Fire. Enhanced services include staffing the Eagle Creek Fire Station 40 hours per week; response units to ensure effective response to fires and other incidents; advanced life support staffing, which is the highest level of pre-hospital field care; and a joint operational plan for water tender operators and rehab volunteers.

For enhanced services paid monthly, Estacada paid Clackamas \$6,079.90 from February through June; and \$6,117.71 July through September. For training services, Estacada paid Clackamas \$2,890 monthly February through June, and \$2,919 monthly July through September. For fire prevention services, Estacada paid Clackamas \$6,740 monthly February through June, and \$6,807 monthly July through September.

Investigation activities are billed at a separate hourly rate.

"Right now (Clackamas provides) prevention services, and so far, that's shown that it works," said Silva. "But we don't know if it would work for them to manage the whole logistics, building maintenance and so on. Both boards would need to say, 'Yeah, this really makes sense. And this would be a cost savings, or maybe not a cost savings, but we could provide additional resources and staffing to serve the community.'"

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"Right now (Clackamas provides) prevention services, and so far, that's shown that it works," said Silva. "But we don't know if it would work for them to manage the whole logistics, building maintenance and so on. . .Both boards would need to say, 'Yeah, this really makes sense. And this would be a cost savings, or maybe not a cost savings, but we could provide additional resources and staffing to serve the community.'"

Along with providing increased levels of service in Estacada, a contract would also provide faster service to several of Clackamas Fire's stations in the area, including Highland, Logan, Clarkes and Eagle Creek.

"We think there is an opportunity that if we can increase or provide advanced life support staffing in Estacada, between Estacada fire and those other fire stations, we can provide better coverage in those areas that are hard to serve," Charlton said. "It would be nice to have a little more staffing out in that Southern/Eastern part of the fire district."

Syring described Logan, Highland and Eagle Creek as "the three most underserved areas of our fire district."

"This is looking at (a) long term way to help those citizens. So this isn't all about what we can do for Estacada. This proposal benefits Clackamas a lot," he said.

As Estacada's board of directors took a vote on the matter, Silva cited increased services to community members as an important factor.

"I don't know how I can face our citizens and say, 'I can't recommend this.' There will be growing pains, but the intentions are good," he said. "We're going to try to provide the best service to the community 24/7."

Source: <https://pamplinmedia.com/en/30-news/439126-351735-estacada-clackamas-fire-boards-to-consider-contract-for-service>

KATU

## Clackamas Fire's 'Chain of Survival' celebrates those who save lives with CPR

By: KATU Staff  
October 7, 2019

CLACKAMAS, Ore. – For anyone who has a heart attack outside of a hospital, their chances of survival are slim if there's no one around to perform CPR.

On Monday, Clackamas County Fire District #1 recognized some life-savers who stepped in to start chest compressions at their "Chain of Survival" celebration.



The invited guests include 13 people who've suffered heart attacks recently, and the first responders who got there in time to save them.

That includes firefighter Brett Glover, who helped bring one man back from the brink.

Authorities say the key to surviving a cardiac arrest is for someone to spot the signs early and call 9-1-1.

It also helps to get immediate hands-on CPR.

Anyone can get certified in CPR. The Red Cross and local fire departments have classes available.

Source: <https://katu.com/news/local/clackamas-fires-chain-of-survival-celebrates-those-who-save-lives-with-cpr>