



**Sandy Fire District #72**

# **Board Meeting Briefing Packet**

**July 17, 2024**

*Proudly Served by Clackamas Fire District*





# SANDY FIRE DISTRICT

*Here for you*



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## Board of Directors Meeting

July 17, 2024

Meeting Location: Station 71 Annex/Remote Video Conferencing

5:00 pm

### AGENDA

#### REGULAR SESSION

- I. **CALL TO ORDER PER ORS 192.610 TO 192.690**  
ORS 192.650 – The meeting is being recorded.
- II. **PLEDGE OF ALLEGIANCE**
- III. **CHANGES TO AGENDA**
- IV. **APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JUNE 19, 2024**
- V. **PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- VI. **BUSINESS – Action required**  
  
B-1
- VII. **OTHER BUSINESS – No action required**  
  
**OB-1 Board Committee/Liaison Reports**  
Joint Oversight Committee  
  
**OB-2 Board Informational Updates/Comments**
- VIII. **INFORMATIONAL ONLY**
  - A. **Division/Department Reports**
    - R-1a Office of the Fire Chief – Fire Chief Nick Browne
    - R-1b Office of Business Services – Assistant Chief Steve Deters
    - R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker
    - R-1d Professional Firefighters of Clackamas County Local 1159 – Union Representative

**B. CORRESPONDENCE and INFORMATIONAL ITEMS**

**C. OPEN AGENDA**

**D. NEXT MEETING**

The next Board of Directors' meeting will be on Wednesday, August 21, 2024, at 5:00 p.m. The meeting will be hybrid with the public invited to attend either by remote video conferencing or in person at Station 71 Annex (17459 Burns Ave. Sandy, OR 97055).

**X. ADJOURNMENT**



# SANDY FIRE DISTRICT

*Here for you*



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## BOARD OF DIRECTORS MEETING MINUTES JUNE 26, 2024

### ATTENDANCE

Board of Directors: Board Chair Sue Hein, Sec/Treasurer Ryan Fox, Director Andrew Brian, Director Ron Lesowski, (*Absent*: Vice Chair Mark Maunder)

Others present: Nick Browne, Trevor Cooper, Steve Deters, Shelby Hopkins, Joe Johanesen, Michael Wong, Phil Schneider

Other community members and citizens were in attendance. The full video conferencing attendance can be provided upon request. A video recording of this meeting is available, and the timestamps are noted for each section below.

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

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

Board Chair Sue Hein called the meeting to order at 5:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

#### III. CHANGES TO AGENDA

No changes to the agenda.

Timestamp: 01:29 – 01:35

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

**Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on May 15, 2024. Director Lesowski made a motion and Director Fox seconded the motion. The motion passed 4/0.**

Timestamp: 01:35 – 02:28

#### V. APPROVAL OF MINUTES OF THE BUDGET COMMITTEE MEETING ON MAY 15, 2024

**Board Chair Hein asked for a motion to approve the Minutes from the Budget Committee Meeting on May 15, 2024. Director Lesowski made a motion and Director Fox seconded the motion. The motion passed 4/0.**

Timestamp: 02:28 – 02:53

**VI. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS WORK SESSION ON MAY 15, 2024**

**Board Chair Hein asked for a motion to approve the Minutes from the Board of Directors Work Session on May 15, 2024. Director Lesowski made a motion and Director Fox seconded the motion. The motion passed 4/0.**

Timestamp: 02:53 – 03:18

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

No Comments.

Timestamp: 03:18 – 03:27

**VIII. BUDGET HEARING**

**B-1 Request Board Approval of Resolution 24-01 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2024-25 – Finance Mgr. Michael Wong**

FM Michael Wong gave a brief update on the budget.

**Board Chair Hein asked for a motion to approve Resolution 24-01 - Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2024-25. Director Lesowski made a motion, and Director Brian seconded it. The motion passed 4/0.**

Timestamp: 03:27 – 05:57

**IX. SUPPLEMENTAL BUDGET HEARING**

**B-2 Request Board Approval of Resolution 24-02 – Adopting and Appropriating Supplemental Budget for Fiscal 2023-24 - Finance Mgr. Michael Wong**

FM Wong gave a brief overview of the supplemental budget.

**Board Chair Hein asked for a motion to approve Resolution 24-02 – Adopting and Appropriating Supplemental Budget for Fiscal 2023-24. Director Lesowski made a motion and Director Fox seconded the motion. The motion passed 4/0.**

Timestamp: 05:57 – 09:23

**X. BUSINESS – Action required**

None.

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

**OB-1 Board Committee/Liaison Reports  
Joint Oversight Committee**

No update.

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

No update.

Timestamp: 09:23 – 09:32

## **XII. INFORMATIONAL ONLY**

### **A. Division/Department Reports**

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

Fire Chief Browne shared an update from the Office of the Fire Chief. Former Sandy Fire Chief Phil Schneider gave an update.

Timestamp: 09:32 – 21:54

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

AC Deters shared an update from the Office of Business Services. Captain Trevor Cooper gave a brief update.

Timestamp: 21:54 – 25:24

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

CFO Whitaker was absent. In his absence, FM Wong gave an update from the Office of Financial Services.

Timestamp: 25:24 – 25:59

#### **R-1d Professional Firefighters of Clackamas County Local 1159 – Union Representative**

No report. A union representative was not present at the meeting.

#### **R-1e Volunteer Association Report – Volunteer President Joe Johanesen**

VP Johanesen gave an update from the Volunteer Association.

Timestamp: 25:59 – 30:20

### **B. CORRESPONDENCE and INFORMATIONAL ITEMS**

As noted.

Chief Browne gave an update on the task force that went to the wildland fire in La Pine, Oregon.

Timestamp: 30:20 – 34:24

### **C. OPEN AGENDA**

No Report.

### **NEXT MEETING**

The next Board of Directors' meeting will be on Wednesday, July 17, 2024, at 5:00 p.m. The meeting will be hybrid with the public invited to attend either by remote video conferencing or in person at Station 71 Annex (17459 Burns Ave. Sandy, OR 97055).

## **XIII. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 5:34 p.m.

**Board Chair Hein asked for a motion to adjourn the meeting. Director Lesowski made a motion and Director Brian seconded the motion. The motion passed 4/0.**

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

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**Board Chair Sue Hein**

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**Secretary/Treasurer Ryan Fox**

# FIRE CHIEF'S REPORT

JUNE 2024



Volunteer Drill with Hoodland Fire



High rise drill at Willamette View



Crew on the Darlene 3 fire in La Pine Oregon

## Highlights

- Annual open enrollment for employee benefits was implemented in Munis in June. This will save a lot of staff time and ensure everything is correct in all benefit platforms (health insurance, dental, supplemental, legal, etc.)
- Ten new firefighters graduated from Academy 24-01. The ceremony was held at Camp Withycombe on June 27.
- Eighteen offers have been extended for the firefighter academy 24-02. A lateral apparatus operator academy will be following. Apparatus operator interviews were June 20.
- Captain David Lei has retired. He celebrated with an Open House at his home station 18 on June 13. He worked in the fire service for 25 years and began his career at Sandy Fire.
- A task force was dispatched to the Darlene wildland fire in La Pine Oregon.
- On June 26 we hosted our first joint drill between Hoodland Fire and Clackamas Fire at Station 74.

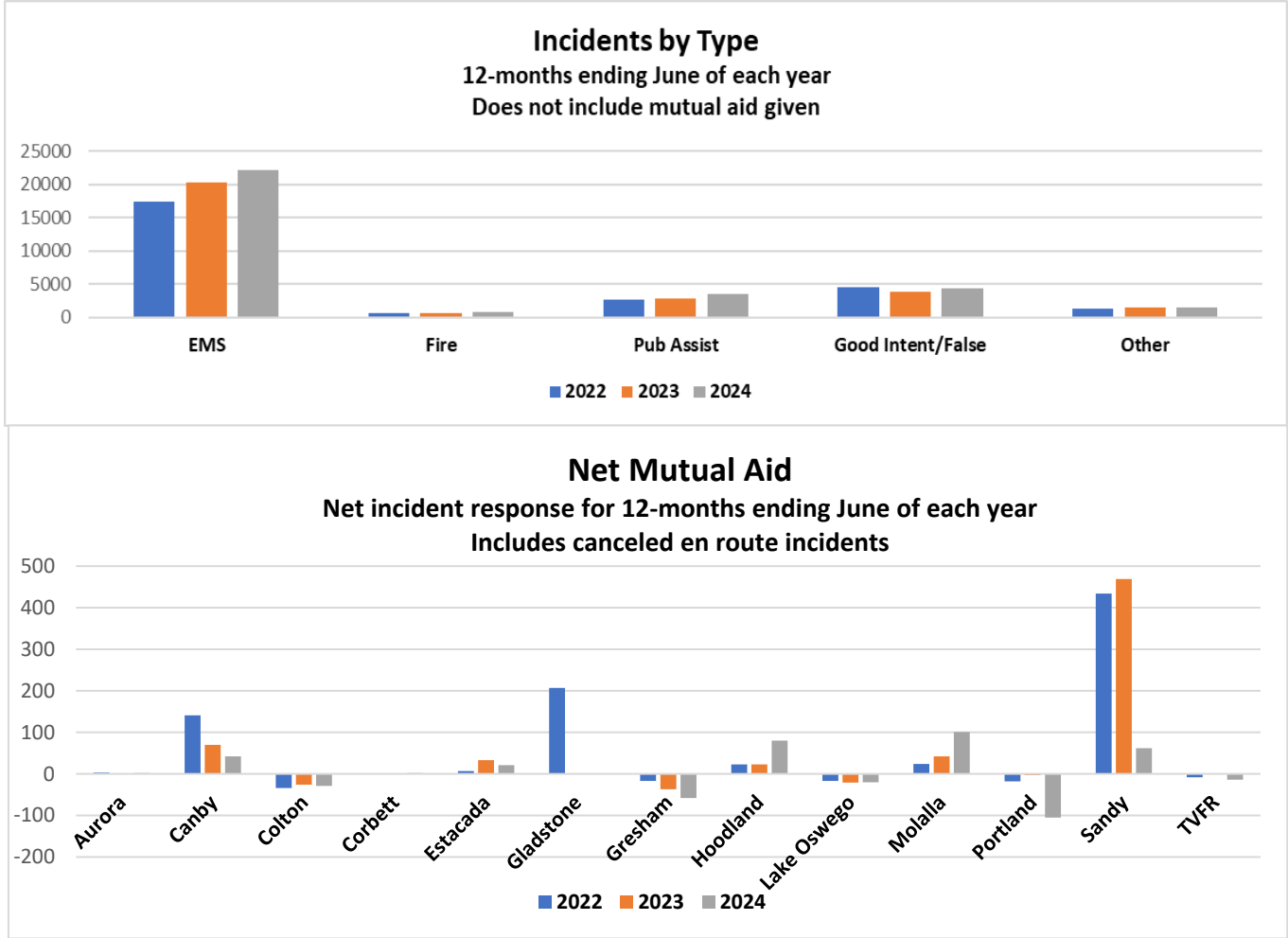
## Notable Events/Calls

- 6/8/24 at 1445, E311 was dispatched to a truck vs motorcycle at the intersection of Fischers Mill and Ridge Rd. E311 found two critical patients, requested additional resources for the two trauma system entries. AMR and Life Flight were used in transporting them to the trauma center.
- 6/9/24 a fatal MVA occurred at HWY 224 and Clapa Ln. Crews arrived to find two patients, one being flown to OSU and the other pronounced deceased on scene. Heavy extrication took place to gain access to both occupants.
- 6/13/24 The east battalion responded to a residential fire on Veneer Lane in Sandy. The fire was well developed upon arrival. The incident took a full first alarm assignment with additional water tenders to place under control. In total 18 apparatus arrived on scene to help control the fire.



# FIRE CHIEF'S REPORT

JUNE 2024



| Average Company Time Committed   |                     |        |                           |                           |                       |                      |
|--|---------------------|--------|---------------------------|---------------------------|-----------------------|----------------------|
| Time: 321 hours and 12 minutes   |                     |        |                           | Percent of Month: 46.77%  |                       |                      |
| Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training |                     |        |                           |                           |                       |                      |
|  | Training/<br>Drills | Events | Duty Shifts<br>Station 12 | Duty Shifts<br>Station 74 | Station 21<br>(RH321) | Station 2<br>(RH302) |
| Volunteers   | 2                   | 2      | 11/30                     | 27/30                     | 11/30                 | 4/30                 |

| Current Staffing - Summer 2024 |            |            |       |  |                |                      |
|--------------------------------|------------|------------|-------|--|----------------|----------------------|
|                                | Local 1159 | Non Rep.   | Total | Ratio: Between 3-7 Optimum 5           | % of Workforce |                      |
| Support Services               | 19         | 47         | 66    | 1 support staff to 5.42 employees      | 18%            | of total personnel   |
| Line Positions                 | 271        | 0          | 271   | 4.10 line positions to 1 support staff | 76%            | of total personnel   |
| Line Positions+ Crew 30        | 0          | 0          | 21    | 5.42 line + Crew 30 to 1 support staff | 82%            | *Crew 30 SELF FUNDED |
| Total Employees                |            |            | 358   |  |                |                      |
|                                | Current #  | %Workforce |       |  |                |                      |
| Day Chiefs~Support             | 11         | 3%         |       |  |                |                      |
| CFO/HSC/HRO/SSO/Exec. Man      | 5          | 1%         |       |  |                |                      |
| Managers                       | 4          | 1%         |       |  |                |                      |
| Captains                       | 7          | 2%         |       |  |                |                      |
| Total                          | 27         | 8%         |       |  |                |                      |

# Station 71, 73, 74 - Incident Overview

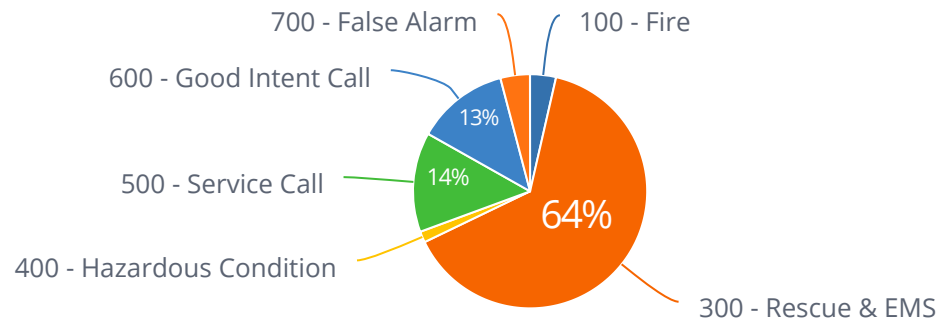
Sandy Incidents - June 2024

| Incident Type Group         | # of unique Incident Number |
|-----------------------------|-----------------------------|
| 100 - Fire                  | 7                           |
| 300 - Rescue & EMS          | 126                         |
| 400 - Hazardous Condition   | 3                           |
| 500 - Service Call          | 27                          |
| 600 - Good Intent Call      | 25                          |
| 700 - False Alarm           | 8                           |
| # of unique Incident Number | 196                         |

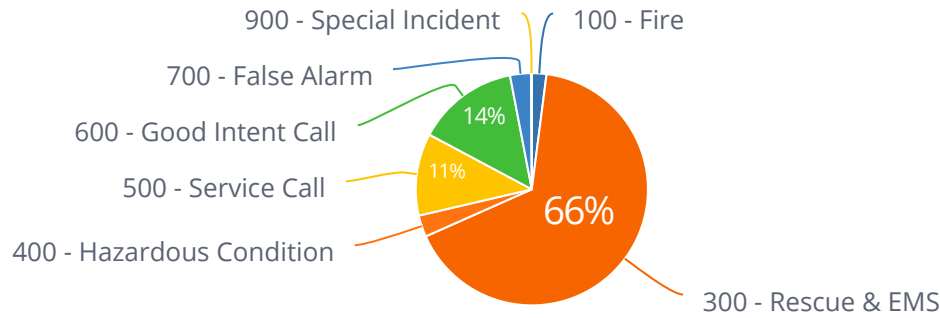
Sandy Incidents - Year to Date

| Incident Type Group         | # of unique Incident Number |
|-----------------------------|-----------------------------|
| 100 - Fire                  | 23                          |
| 300 - Rescue & EMS          | 748                         |
| 400 - Hazardous Condition   | 34                          |
| 500 - Service Call          | 129                         |
| 600 - Good Intent Call      | 160                         |
| 700 - False Alarm           | 33                          |
| 900 - Special Incident      | 1                           |
| # of unique Incident Number | 1,128                       |

Sandy Incidents - June 2024



Sandy Incidents - Year to Date



# Bank Reconciliation June 2024

## **Local Government Investment Pool**

|           |  |                          |                       |
|-----------|--|--------------------------|-----------------------|
|           |  | <i>Beginning Balance</i> | \$4,128,511.03        |
| 6/14/2024 | Clackamas County Tax Distribution        |                          | \$118,844.77          |
| 6/27/2024 | Q4 Contract for Service - Clackamas Fire |                          | -\$1,169,808.75       |
| 6/30/2024 | Interest                                 |                          | \$17,214.03           |
|           |  | <i>Ending Balance</i>    | <u>\$3,094,761.08</u> |

## **Checking Account**

|          |                          |                    |
|----------|--------------------------|--------------------|
|          | <i>Beginning Balance</i> | \$82,960.90        |
| Interest |                          | \$6.86             |
|          | <i>Ending Balance</i>    | <u>\$82,967.76</u> |

**Total Cash Balance 5/31/24      \$3,177,728.84**

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# Budget to Actuals June 2024

| <b>Revenue</b> | <b>Budget</b>      | <b>Actual</b>      |
|----------------|--------------------|--------------------|
| Tax Revenue    | \$4,811,235        | \$4,777,702        |
| Other          | \$26,715           | \$26,716           |
| Interest       | \$155,000          | \$158,314          |
|                | <u>\$4,992,950</u> | <u>\$4,962,732</u> |

| <b>Expenses</b>       | <b>Budget</b>      | <b>Actual</b>      |
|-----------------------|--------------------|--------------------|
| Personnel Services    | \$0                | \$0                |
| Materials & Services  | \$4,939,235        | \$4,911,744        |
| Capital Outlay        | \$52,000           | \$49,154           |
| Operating Contingency | \$100,000          | \$0                |
|                       | <u>\$5,091,235</u> | <u>\$4,960,898</u> |

## **CORRESPONDENCE**

C - 1 Social Media compilation


C – 2 Thank you from citizen

C – 3 Thank you from citizen

## CORRESPONDENCE

### C-1 Social Media Comments

Thankful for crews for their response to a brush fire in Damascus, June 1:

 Top fan


Thank you for quick response!!

Thankful for crews who rescued a dog who had fallen off a cliff in Sandy, June 5:


Thank you firefighters!!!! 🥰🥰🐾🐾💜💜

Great job Clackamas Fire so glad the pup was saved and reunited ❤️

Thankful to Clackamas Fire for video series explaining the apparatus codes, June 11:


 Top fan

Great Job Clackamas Fire. The community we serve will be better able to understand the information they receive through the Pulsepoint app.

 Top fan


Excellent information !!

Thankful for E322 for giving kindergartners a station tour, June 11:


 Top fan

Planting the seeds of knowledge and service in the minds of tomorrow! Thank you

Thankful for the volunteers for their wildland training, June 12:

 Top fan

Y'all are so awesome! First responders are heroes every single day!!

 Top fan

You all are awesome. Appreciate all your training.

Thankful for crews for their response to a fire in a vacant home in Oregon City, June 22:

Great job getting the fire out Clackamas Fire 🔥

Thankful for crews for their response to a garage fire with four garages involved, June 26:

Great Work to Clackamas Fire 🔥!!!

Cc: Browne, Nick <[Nick.Browne@ClackamasFire.com](mailto:Nick.Browne@ClackamasFire.com)>

Subject: Fwd: Fw: Year 2 Emergency Services Levy Implementation [4]

Good Morning --

*[Please direct to all members of the Board of Directors]*

I wanted to let all of you know that I went through and read all of the public information you released about the Emergency Services Levy Implementation.

I sincerely appreciate Chief Browne and his attention to details as well as his openness and transparency with the public. This really goes a long way to build strong support for the Fire Department here in the community.

Thank you for all you do!

Kind Regards,

[REDACTED]

Clackamas, OR 97015

[REDACTED]

Dear Clallamas fire district  
my name is Jesse webster i am  
so proud of your Dept & all  
The other ones my uncle worked  
for The Corbett, or fire Dept for yrs  
so i grew up around all The fire  
heros i enjoy Doing and giving  
art out where ever i can so i hope  
your dept can except This from me

please write me back  
if you get This my address  
is [REDACTED]  
97206

Thank you dearly  
for being heroes

## INFORMATIONAL ITEMS

- I – 1 KATU NEWS June 4, 2024 “Clackamas Fire tackles intense barn blaze; uncertainty looms over animal safety” <https://nbc16.com/newsletter-daily/clackamas-fire-tackles-intense-barn-blaze-uncertainty-looms-over-animal-safety-lorraine-drive-animals-not-accounted-for-firefighters-rural-oregon-defensive-attack-overnight-breaking>
- I – 2 KATU NEWS June 15, 2024 “Three-vehicle crash closes Highway 26, teenage driver cited for reckless driving” <https://katu.com/news/local/three-vehicle-crash-closes-highway-26-teenage-driver-cited-for-reckless-driving-362nd-avenue-clackamas-county-oregon>
- I – 3 THE OUTLOOK NEWS June 15, 2024 “Reckless-driving teen causes three-car pile-up in Sandy, closure to Highway 26” [https://www.theoutlookonline.com/news/reckless-driving-teen-causes-three-car-pile-up-in-sandy-closure-to-highway-26/article\\_ed8fcc44-2b4b-11ef-8ae1-2be37b275f90.html](https://www.theoutlookonline.com/news/reckless-driving-teen-causes-three-car-pile-up-in-sandy-closure-to-highway-26/article_ed8fcc44-2b4b-11ef-8ae1-2be37b275f90.html)
- I – 4 KATU NEWS June 15, 2024 “Three-vehicle crash closes Highway 26, teenage driver cited for reckless driving” <https://katu.com/news/local/three-vehicle-crash-closes-highway-26-teenage-driver-cited-for-reckless-driving-362nd-avenue-clackamas-county-oregon>
- I – 5 KOIN NEWS June 15, 2024 “1 injured, cited after Sandy 3-vehicle crash briefly closes down Highway 26” <https://www.koin.com/local/clackamas-county/1-injured-cited-after-sandy-3-vehicle-crash-briefly-closes-down-highway-26/>
- I – 6 OPB NEWS June 24, 2024 “How firefighter apprenticeships are helping Oregon fire departments hire more diverse candidates” <https://www.opb.org/article/2024/06/24/think-out-loud-oregon-firefighter-apprenticeships/>