



Sandy Fire District #72

Board Meeting Briefing Packet

August 16, 2023



SANDY FIRE DISTRICT

Here for you

Board of Directors Meeting

August 16, 2023

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 JULY 13, 2023**
- 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**
- 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 Volunteer Association Report – Volunteer Coordinator Ryan Kragero and President Michael Morden

B. CORRESPONDENCE and INFORMATIONAL ITEMS

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, September 20, at 5:00 pm. 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

Board of Directors Meeting Minutes

JULY 13, 2023

Meeting Location: Station 71 Annex/Remote Video Conferencing

7:00 pm

ATTENDANCE

Board of Directors: Sue Hein, Ron Lesowski, Andrew Brian, Ryan Fox, Mark Maunder

Others present: Phil Schneider, Nannette Howland, Nick Browne, Steve Deters, Shelby Hopkins, Mark Whitaker, Ryan Kragero

Other community members and citizens were in attendance. The full video conferencing attendance can be provided upon request.

REGULAR SESSION

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

Chairman Sue Hein called the meeting to order at 7:00 pm.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

No Changes.

Timestamp: 19:01:08 – 19:01:15

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JUNE 8, 2023

Minutes were approved as written.

Director Mark Maunder made a motion and Director Ryan Fox seconded for the Board to approve the Regular Board Meeting Minutes from June 8, 2023. The motion passed unanimously by roll call.

Timestamp: 19:01:46 – 19:03:30

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

No comments.

Timestamp: 19:03:30– 19:03:50

VI. SWEARING-IN OF BOARD OF DIRECTORS – Chief Nick Browne

Timestamp: 19:03:50– 19:05:04

VII. BUSINESS – Action required

B-1 Request Board Approval to Certify the Election Results for Four Directors to Sandy Fire District - Chief Nick Browne

Director Ryan Fox made a motion and Director Mark Maunder seconded for Board Approval to Certify the Election Results for Four Directors to Sandy Fire District. The motion passed unanimously by roll call.

Timestamp: 19:05:25– 19:06:13

B-2 Election of Officers – Chair Sue Hein

Director Mark Maunder made a motion to elect Sue Hein as the Chairman, Ron Lesowski as the Director, and Ryan Fox as the Secretary/Treasurer. Director Andrew Brian seconded the motion. The motion passed unanimously by roll call.

Timestamp: 19:08:31 – 19:08:50

B-3 Board Meeting Date and Time Change – Chief Nick Browne
Chief Browne suggested a date and time change for the Sandy Fire District #72 Board Meetings. A discussion followed.

Director Andrew Brian made a motion to change the Sandy Fire District #72 board meeting date and time to the third Wednesday at 5:00 pm. Director Ryan Fox seconded the motion. The motion passed unanimously by roll call.

Timestamp: 19:08:50– 19:12:57

VIII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports
Joint Oversight Committee
No Report.

Chief Browne stated that an oversight committee will be scheduled once a month. The Oversight Committee will consist of newly elected Director Ron Lesowski and newly elected Secretary/Treasurer Ryan Fox from Sandy Fire District, Director Thomas Joseph, and Director James Syring from Clackamas Fire District.

Timestamp: 19:12:57 – 19:14:38

OB-2 Board Informational Updates/Comments

No Reports.

Timestamp: 19:14:38 – 19:14:49

IX. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne discussed the contract for service with Sandy Fire to date. Staffing at Station 71, rescue apparatus (R371) is a 12-hour apparatus and is running 50 percent of the calls out of Station 71. A type 6 brush rig (BR371) is also staffed at Station 71.

Severity staffing was increased because of the weather in July using OSFM grant money. A taskforce was sent to the Condon wildfire with the Bureau of Land Management (BLM), US Forest Service, and Oregon State Fire Marshal (OSFM) for three days. Crew 30 was deployed to Canada in a partnership with the Oregon Dept of Forestry (ODF). Townhall meetings are planned for early fall in Sandy.

Timestamp: 19:14:49 – 19:20:55

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

AC Deters reported on the transition and updates during the first two weeks of the contract for services with CFD.

Volunteer Coordinator Ryan Kragero reported on training, events that were attended, incident calls, and the current staffing at volunteer Station 74. Several Explorers from the Sandy Fire Explorer program helped at the Sandy Mountain Festival Parade. Chief Browne added that our goal was staffing Station 74 thirty nights per month. A discussion followed.

Timestamp: 19:20:55 – 19:35:48

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

CFO Whitaker reported on the budget actuals. Hard copies were handed out. Sandy Fire currently has \$1.3 million in the bank and \$1.8 million in the local government investment pool. The ending fund balance for FY 2022/23 should be just over \$3 million. It was budgeted at \$2.8 million. The contract for service payments with CFD will be due quarterly. Money will be moved from Sandy's bank to CFD bank to earn a higher interest rate.

Timestamp: 19:35:48 – 19:43:32

B. CORRESPONDENCE and INFORMATIONAL ITEMS

None.

C. OPEN AGENDA

None.

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, August 16, at 5:00 pm. 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

The regular Board of Directors' meeting was adjourned by motion at 7:45 pm.

FIRE CHIEF'S REPORT

JULY 2023



Harrison Steet Fire



Touch a Truck in Oregon City



Summer Camp



Day in Damascus

Highlights

- The Fire District has been very busy with community events this summer as the communities we serve continue to grow. These include the Sandy Mountain Festival, Touch a Truck, Day in Damascus, National Night Out and the Gladstone Community Festival.
- There were 285 hydrants maintained throughout the Fire District this year.
- Staff have worked diligently to increase social media presence over the past month and are planning to continue the added activity.
- Human Resource Officer resume reviews and panel interviews were completed.
- Fire Investigators conducted 24 investigations in the month of July.

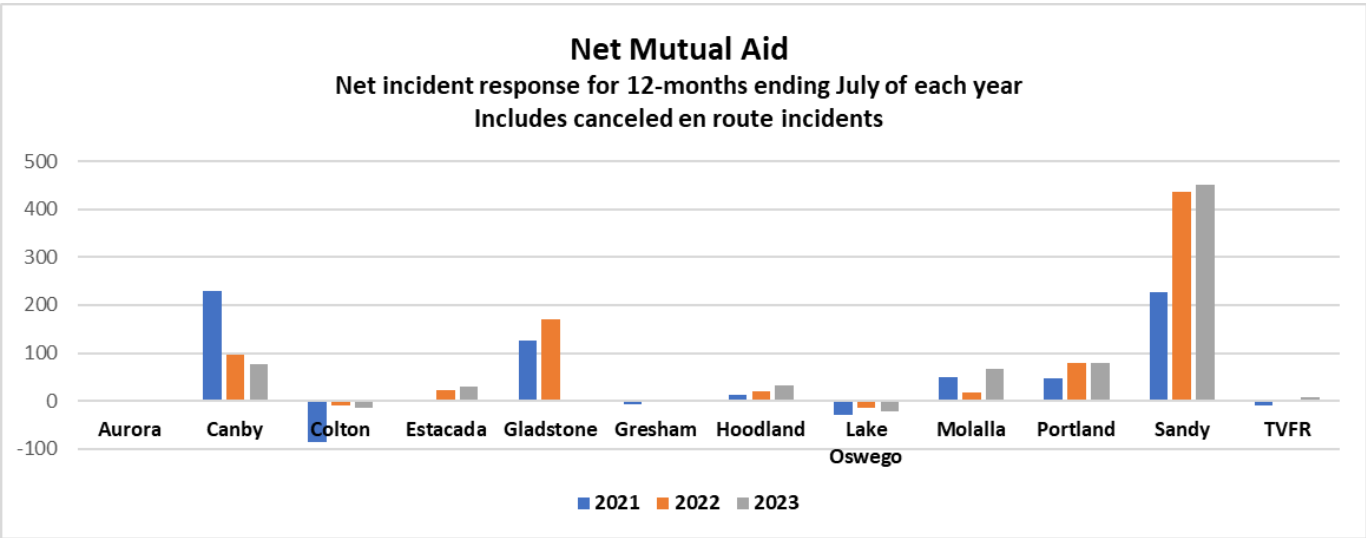
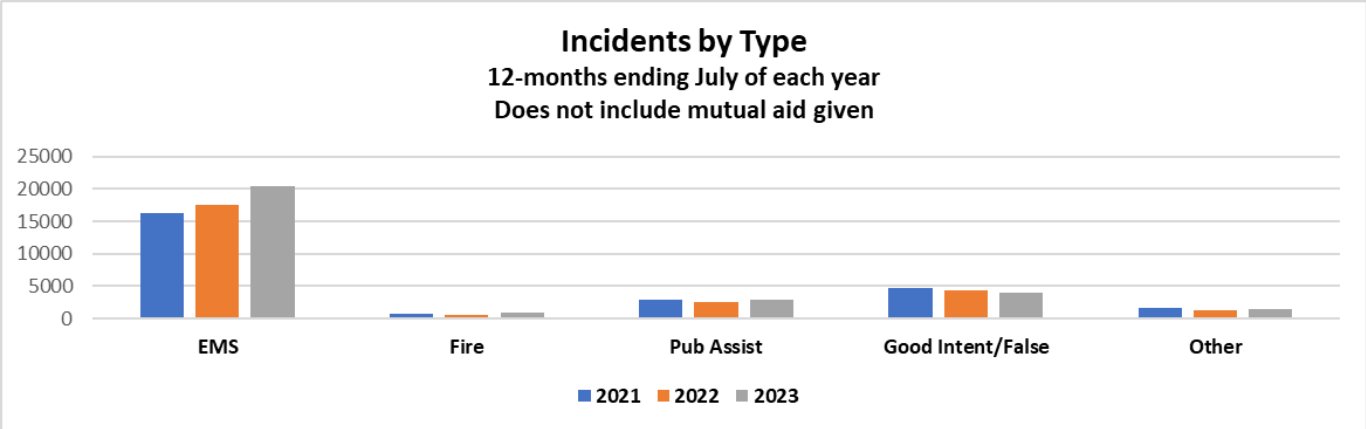
Notable Events/Calls

- July 1** – Deputy involved shooting off Springwater Trail & Johnson Creek Blvd. Two Deputies shot, one to the abdomen and the other in the arm. Crews treated officers on scene and AMR transported to OHSU. Both deputies are recovering.
- July 6** - Crews were dispatched to reported fire in a 4-story apartment building that was still under construction. The fire was started by welding in an elevator shaft. 2nd alarm resources located, contained fire to the attic space.
- July 8** – Water rescue MR2 dispatched for overturned kayakers near Rock Island. Crews located and assisted 6 individuals to safety. No injuries reported.
- July 12** – Murder/Suicide/Officer involved shooting call. Crews responded and assisted CCSO. Chief Browne responded for crew support.
- July 12-13** – Early morning mutual aid to Hoodland for Rope rescue of pickup over 350' embankment off Hwy 26. Crews worked together to recover two patients who were Life Flighted to Emmanual. Extremely technical. Crews did an outstanding job.
- July 17** – 2 Alarm Residential Fire on Harrison St. with exposures.
- July 19** – 2 story commercial fire with 3 separate apartments in Milwaukie. Crews did an incredible job with control and containment of fire.
- July 21** – Commercial fire Lot Whitcomb Elementary. Dumpster Fire extending into structure.

FIRE CHIEF'S REPORT

JULY 2023

Organizational Data



Average Company Time Committed	
Time: 246 hours and 47 minutes	Percent of Month: 35.93%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

Staffing

FIRE CHIEF'S REPORT

JULY 2023

	Response	Risk Reduction	Crew 30	Staff	FF Vols	Support Vols
Allocated	277	12	20	58		
Filled	265	8	20	54	39	19
Academy	14	0			0	0

Volunteers

Training		Events	Duty Shifts	Station 12	Station 13	Station 21	Station 74	Support
# of Drills	4	6	Nights	19/31	0/31	8/31	17/31	9/31

Promotions

- Bryan Shaw
- Tyler Bieker
- James Nisbet
- Tracy Harris
- Jared Hanna

Retirements/Resignations

- Jeff Knapp
- Carrie Szabo
- Harold Chaves
- Trevor Stratton

Station 71, 73, 74 - Incident Overview

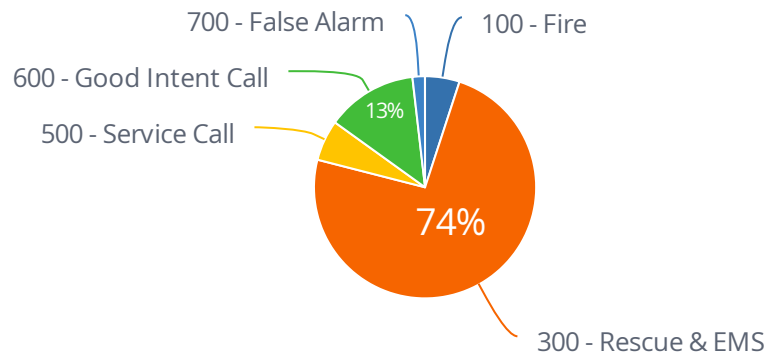
Sandy Incidents - July 2023

Incident Type Group	# of unique Incident Number
100 - Fire	11
300 - Rescue & EMS	162
500 - Service Call	13
600 - Good Intent Call	29
700 - False Alarm	4

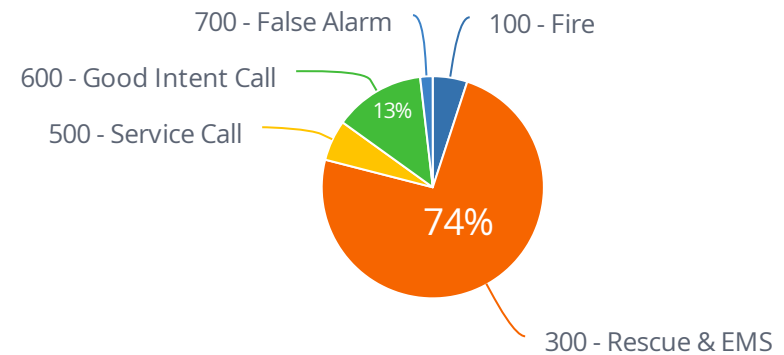
Sandy Incidents - July 2023 - To Date

Incident Type Group	# of unique Incident Number
100 - Fire	11
300 - Rescue & EMS	162
500 - Service Call	13
600 - Good Intent Call	29
700 - False Alarm	4

Sandy Incidents - July 2023



Sandy Incidents - July 2023 - To Date



Bank Reconciliation July 2023

Local Government Investment Pool

	<i>Beginning Balance</i>	<i>\$1,803,395.34</i>
7/3/2023	LGIP Fees	-\$0.05
7/21/2023	Transfer from Checking	\$1,100,000.00
7/21/2023	CCFD Leave Reimbursement	-\$111,943.82
7/26/2023	CCFD Contract Quarterly Payment	-\$1,169,808.75
7/31/2023	Interest	\$6,715.36
	<i>Ending Balance</i>	<i>\$1,628,358.08</i>

Checking Account

	<i>Beginning Balance</i>	<i>\$1,583,603.30</i>
	2022-23 Expenses Processed in July	-\$308,260.48
	Transfer to LGIP	-\$1,100,000.00
	June Property Tax	\$62,518.53
	Misc Deposits	\$19,867.80
	Interest	\$437.25
	<i>Ending Balance</i>	<i>\$258,166.40</i>

Total Cash Balance 7/31/23 \$1,886,524.48

Budget to Actuals
July 2023

Revenue	Budget	Actual
Tax Revenue	\$4,729,235	\$0
Interest	\$55,000	\$7,153
	<u>\$4,784,235</u>	<u>\$7,153</u>

Expenses	Budget	Actual
Personnel Services	\$0	\$0
Materials & Services	\$4,754,235	\$1,169,809
Capital Outlay	\$52,000	\$0
Operating Contingency	\$100,000	\$0
	<u>\$4,906,235</u>	<u>\$1,169,809</u>

**Accounts Receivable Contact:**

503.742.2600

AccountsReceivable@clackamasfire.com**Remit Payment to:**

Clackamas Fire District #1

11300 SE. Fuller, Rd

Milwaukie, OR 97222

INVOICE

Invoice Date	Invoice No.
07/01/2023	7705
Customer Number	
1167	
Invoice Total Due	
\$111,943.82	

1167
SANDY RFPD
PO Box 518
Sandy, OR 97055

Please remit payment by the 15th of the month.

Invoice Date: 07/01/2023

Customer Number: 1167

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
CONTRACT REVENUE	1	\$111,943.82	EACH	\$111,943.82	\$0.00	\$0.00	\$111,943.82

Reimburse Clackamas Fire for the following:

- Retained sick & vacation leave balances for Sandy employees transferring to Clackamas Fire, as described in Appendix B of the IGA.

Please put Invoice Number on your check.
Make Checks Payable to: Clackamas Fire District #1

Invoice Total:**\$111,943.82**

ORIGINAL

COPY

**Accounts Receivable Contact:**

503.742.2600

AccountsReceivable@clackamasfire.com**Remit Payment to:**

Clackamas Fire District #1

11300 SE. Fuller, Rd

Milwaukie, OR 97222

INVOICE

Invoice Date	Invoice No.
07/01/2023	7704
Customer Number	
1167	
Invoice Total Due	
\$1,169,808.75	

1167
SANDY RFPD
PO Box 518
Sandy, OR 97055

Please remit payment by the 15th of the month.

Invoice Date: 07/01/2023

Customer Number: 1167

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
CONTRACT REVENUE	1	\$1,169,808.75	EACH	\$1,169,808.75	\$0.00	\$0.00	\$1,169,808.75
Q1 Full Contract for Service Amount: \$1,169,808.75							
Please put Invoice Number on your check. <i>Make Checks Payable to: Clackamas Fire District #1</i>				Invoice Total:		\$1,169,808.75	

ORIGINAL

COPY

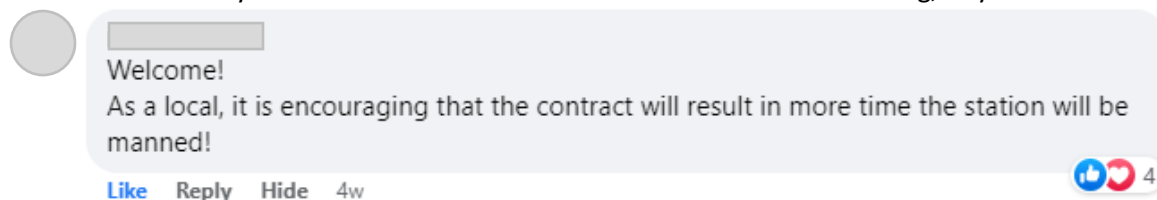
CORRESPONDENCE

- C – 1 Social Media Compilation for July
- C – 2 Thank you from Oregon City Library for CFD support at Tough-A-Truck event July 11, 2023. Attendees were Community Services' Pub Ed Specialist Tammy Owen and DFM Kari Shanklin, crews from E315 and T316 attended.

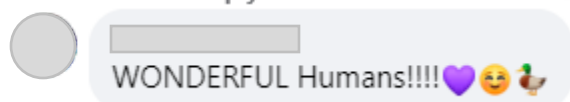
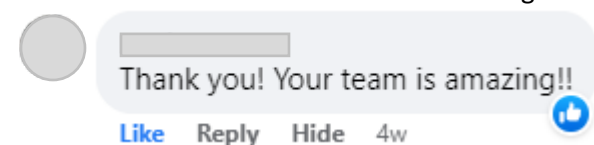
CORRESPONDENCE

C-1 Social Media Comments

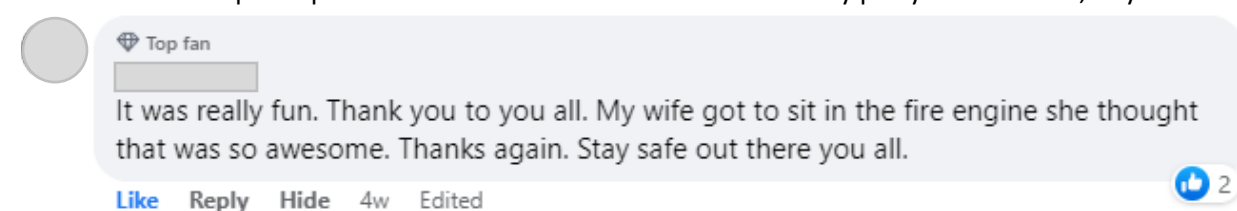
Thankful that Sandy Fire District's Dover Station 74 has an increase in staffing, July 1:



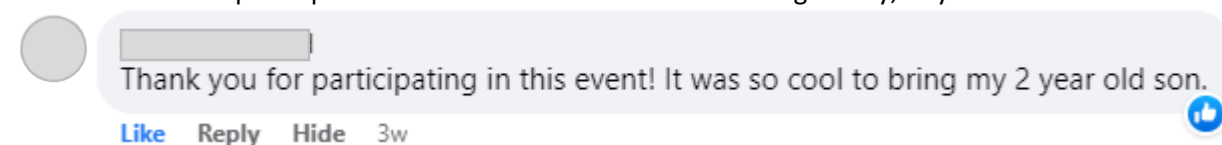
Thankful to the crews who rescued ducklings stuck in a storm drain, July 3:



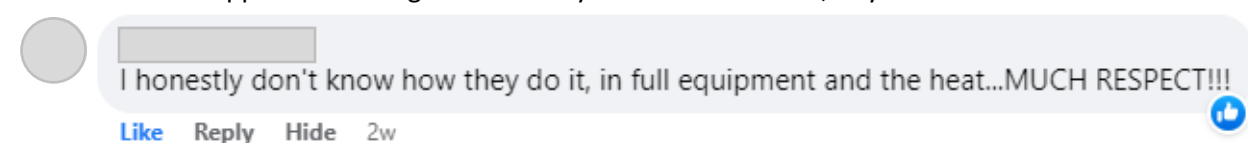
Thankful for CFD's participation at the annual Police and Fire 4th of July party in Gladstone, July 4:



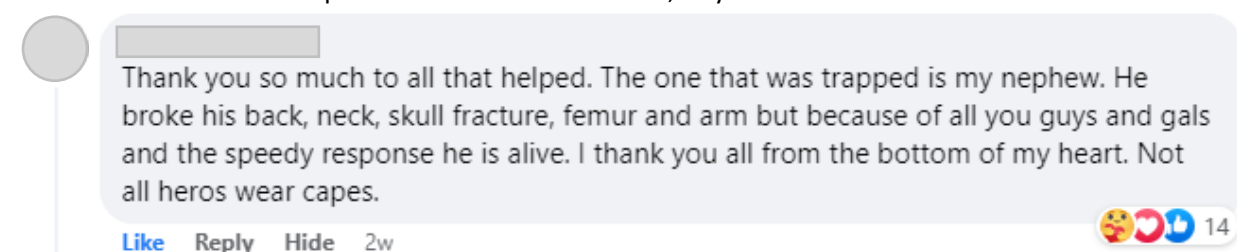
Thankful for CFD's participation in the Touch-a-Truck event in Oregon City, July 10:



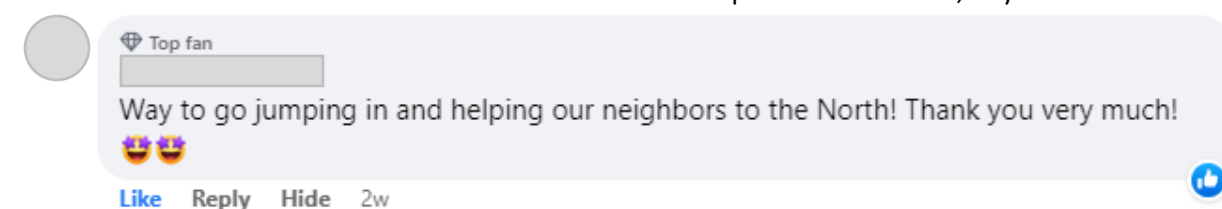
Thankful for the Apprentice Firefighter Academy for their hard work, July 13:



Thankful to crews who responded to a technical rescue, July 15:



Thankful to Crew 30 for their assistance at the Kimiwan Complex Fire in Canada, July 17:



Subject: FW: Thank you!

Hello!

I wanted to send out a huge thank you to those who helped make Touch-A-Truck another successful event! We had over 600 people this year and it looked like every kiddo had a wonderful time! None of it would be possible without you and your staff taking time out of your busy day to support this community event. Thank you again and the Library looks forward to doing it again next year!

Best,
Sabrina



Sabrina Tusing, MLIS
Teen Librarian
Oregon City Public Library
606 John Adams St.
Oregon City, Oregon 97045
503-657-8269 ext. 1018
Pronouns: She/her

Website: www.orcity.org/library

Follow us on: [Facebook](#), [Twitter](#), [Pinterest](#), and [Instagram](#)!

Subscribe to our [email newsletter](#)!

PUBLIC RECORDS LAW DISCLOSURE: This e-mail is subject to the State Retention Schedule and may be made available to the public.