



Sandy Fire District #72

Board Meeting Briefing Packet

December 20, 2023

Proudly Served by Clackamas Fire District





SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting

December 20, 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**
November 8, 2023 **(Packet Pg. 4)**
- V. **PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- VI. **PRESENTATION – ANNUAL AUDIT – Kori Sarrett. Accuity**
- VII. **BUSINESS – Action required**
 - B-1 **Request Board Authorization of Letter Regarding District Representation to Clackamas 800 Radio Group – AC of Business Service Steve Deters (Packet Pg. 8)**
- VIII. **OTHER BUSINESS – No action required**
 - OB-1 **Board Committee/Liaison Reports**
Joint Oversight Committee
 - OB-2 **Board Informational Updates/Comments**
- IX. **INFORMATIONAL ONLY**
 - A. **Division/Department Reports**
 - R-1a **Office of the Fire Chief – Assistant Chief Steve Deters (Packet Pg. 10)**
 - R-1b **Office of Business Services – Assistant Chief Steve Deters**
 - R-1c **Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 13)**

R-1d Volunteer Association Report – Volunteer Coordinator Ryan Kragero and President Michael Morden

B. CORRESPONDENCE and INFORMATIONAL ITEMS (Packet Pg. 14)

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, January 17, at 5:00 p.m. The meeting will be hybrid, with the public invited to attend either by remote video conference 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 NOVEMBER 8, 2023

ATTENDANCE

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

Others present: Nick Browne, Trevor Cooper, Steve Deters, Shelby Hopkins, Ryan Kragero, 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

Chief Browne noted two changes to the agenda:

- a) Section VII, Business Item B-1, will be presented by Assistant Chief (AC) Steve Deters in the absence of Chief Financial Officer (CFO) Mark Whitaker.
- b) Section IX, Informational Only, Division/Department Reports R-1c, will be presented by AC Deters in the absence of CFO Whitaker.

Timestamp: 02:56 – 03:33

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 18, 2023

The minutes of the regular board meeting were approved as written.

Director Andrew Brian made a motion to approve the Regular Board Meeting Minutes from October 18, 2023. Director Ron Lesowski seconded the motion. The motion passed unanimously.

Timestamp: 03:33 – 04:09

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

No comments.

Timestamp: 04:09 – 04:17

VI. PRESENTATION – City of Sandy Temporary Moratorium on Further Growth in the City - Public Works Director Jenny Coker

Public Works Director Jenny Coker gave an update on the City of Sandy Temporary Moratorium.

Timestamp: 04:17 – 27:06

VII. BUSINESS – Action required

B-1 Request Sandy Fire District #72 Board of Directors approve one-time transition costs to be paid to Clackamas Fire District – CFO Mark Whitaker

In the absence of CFO Whitaker, AC Deters presented the financial report with corresponding transition costs pertaining to the contract for service agreement between CFD and Sandy Fire.

Director Brian made a motion to pay Clackamas Fire District \$41,932.00 for transition costs. Sec/Treasurer Ryan Fox seconded the motion. The motion passed unanimously.

Timestamp: 27:06 – 30:28

VIII. OTHER BUSINESS – No action required

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

Director Ron Lesowski reported on the Joint Oversight Committee meeting.

Timestamp: 30:28 – 31:18

OB-2 Board Informational Updates/Comments

No updates.

Timestamp: 31:18 – 31:18

IX. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne mentioned that in the last 40 days CFD has had 28 structure fires. He also mentioned that CFD has received a FEMA grant for cardiac monitors.

Chief Phil Schneider reported that the Trick or Treat Trail in Sandy on October 28, 2023, was attended by more than 1500 citizens.



SANDY FIRE DISTRICT

Here for you



Chief Browne mentioned upcoming Operation Santa events in Sandy; a parade on Friday, December 8, 2023, and a donations drop-off on Saturday, December 9, 2023, at the Sandy fire station.

Station Captain Trevor Cooper gave a brief report on recent fires and activities at the Sandy station.

Timestamp: 31:18 – 33:59

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

AC Deters reported on the call volume at the Sandy station.

Chief Browne added that CFD chief officers attended a chiefs' roundtable in Boise with several west coast fire departments.

Timestamp: 33:59 – 36:42

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

AC Deters reported financials for CFO Whitaker in his absence.

Timestamp: 36:42 – 38:02

R-1d Volunteer Association Report – Volunteer Coordinator Ryan Kragero

Volunteer Coordinator (VC) Kragero shared volunteer staffing, training, and events attended by the volunteers. A new volunteer academy began on October 17, 2023, with 15 recruits.

Chief Schneider commended the volunteers for their service.

Timestamp: 38:02 – 43:44

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 43:44 – 44:23

C. OPEN AGENDA

Nothing reported.

Timestamp: 44:23 – 44:46

D. NEXT MEETING

The next Board of Directors meeting will be on Wednesday, December 20th, 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).

Timestamp: 44:46 – 45:00

X. ADJOURNMENT

The regular Board of Directors meeting was adjourned at 5:43 p.m.

Director Brian made a motion to adjourn the meeting. Director Lesowski seconded the motion. The motion passed unanimously.

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

Board Chair Sue Hein

Secretary/Treasurer Ryan Fox



CLACKAMAS FIRE DISTRICT

B-1

Here for you

Memo

To	Board of Directors
From	Assistant Chief Brian Stewart on behalf of Fire Chief Nick Browne
Date	December 20, 2023
Subject	Clackamas 800 Radio Group Representation

Actions Requested

Staff requests the Board of Directors authorize the Board chairman to sign the enclosed letter.

Background

Sandy Fire District #72 is one of nineteen partners in Clackamas 800 Radio Group (C800). This radio group develops, manages, and operates the 800MHz radio system in Clackamas County. It is governed by its board of directors which is comprised of a representative from each of the nineteen partner agencies. Since July 1, 2023, Clackamas Fire District has been representing Sandy Fire District #72's interests at C800 board meetings.

At C800's October meeting, an attendee asked the question of Sandy Fire District #72's status. Subsequent discussion identified questions on whether the district counts as a separate entity for purposes of meeting quorum requirements and whether it retains voting authority. The discussion led to consensus that the executive committee would review the matter.

On November 6th, C800's executive committee held a regular meeting and discussed this as an agenda item. Present at the meeting were Lake Oswego Fire Chief Don Johnson, West Linn Police Chief Pat Mahuna, and Clackamas Fire Assistant Chief Brian Stewart, and executive director Mark Buchholz. The discussion reviewed prior and existing service agreements between partners and the difference between service agreements and permanently combining organizations into one entity.

The executive committee confirmed that Sandy Fire District #72 retains all its rights as a partner agency and that Clackamas Fire District has been representing the District since July 1st. To ensure clarity with all C-800 partners – including current and future board members – the executive committee is requesting the Sandy Fire District #72 board of directors sign a letter delegating Clackamas Fire District as its representative to the C800 board.

Policy Implications

The requested letter essentially provides C800 individualized confirmation that Clackamas Fire District has the authority to provide services that are already authorized under the INTERGOVERNMENTAL AGREEMENT BETWEEN SANDY FIRE DISTRICT #72 AND CLACKAMAS FIRE DISTRICT #1 FOR ALL FIRE PROTECTION AND EMERGENCY SERVICES.



SANDY FIRE DISTRICT NO. 72

17460 Bruns Avenue • P.O. Box 518 Sandy, Oregon 97055

Business Phone: 503.668.8093 • Facsimile: 503.668.7941

December 20, 2023

Clackamas 800 Radio Group
Attn: Mark Buchholz
5900 NE Pinefarm Court
Hillsboro, Oregon 97124

RE: SANDY FIRE DISTRICT #72 REPRESENTATION TO C800

Dear Mr. Buchholz:

Sandy Fire District #72 is contracting with Clackamas Fire District for all services through June 30, 2030. As this relates to Sandy Fire District #72's partnership in C-800, Sandy Fire hereby authorizes Clackamas Fire District to represent Sandy Fire District #72 and its interests in all board matters including for purposes of a quorum and as its proxy in all voting matters. As this contract may be extended, or terminated, this authorization shall be in force until withdrawn in writing.

Kind regards,

Sue Hein
Chairman

FIRE CHIEF'S REPORT

NOVEMBER 2023



Highlights

- Planning and coordination of the 2023 Operation Santa season.
- Human Resources received 30 applications for HR Specialist position.
- FMO staff conducted 77 plan reviews, acceptance tests, building finals, engineering/architectural comments.
- FMO conducted school inspections for North Clackamas, Sandy, Oregon City, Boring, and Gladstone districts.



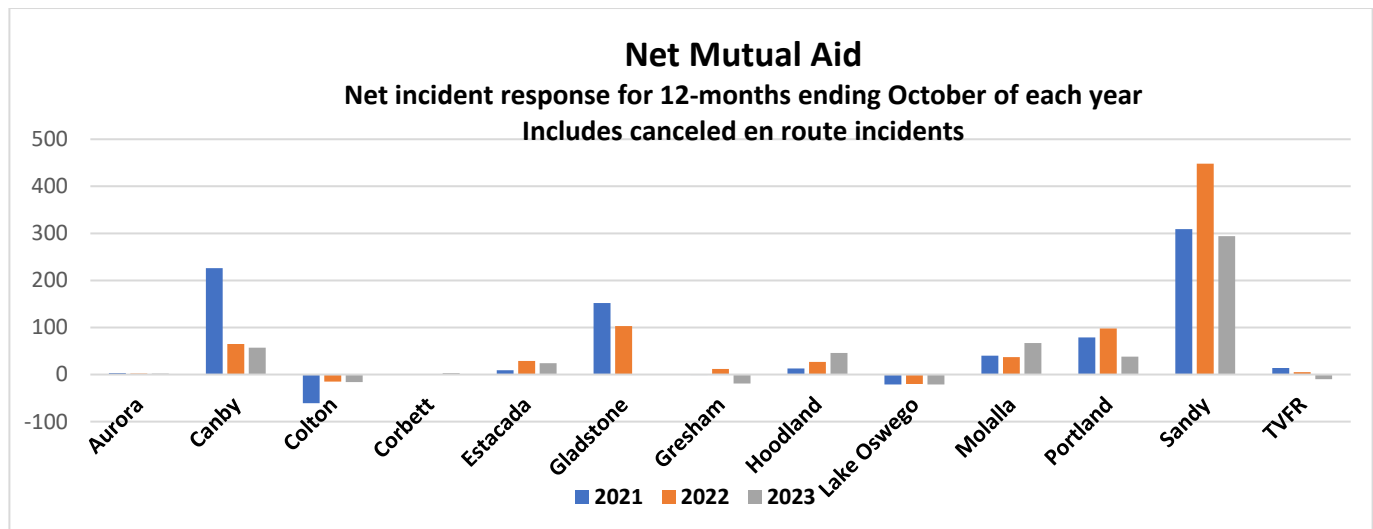
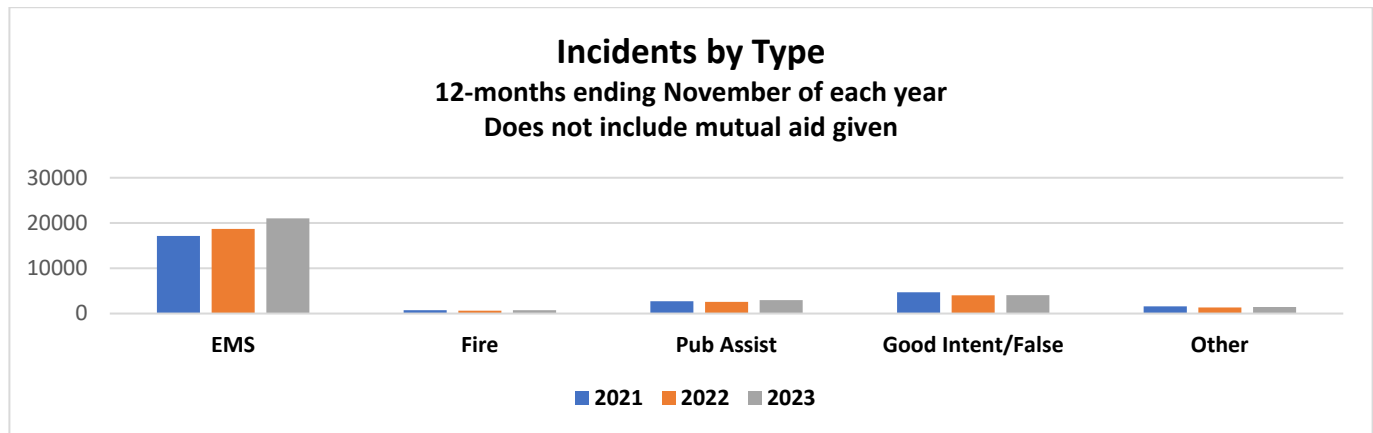
Notable Events/Calls

- Nov 3 Technical Rescue on 97th Avenue. Crews rescued an uninjured occupant from a vehicle that went 25 feet over an embankment. The rescue was safely executed in 16 minutes.
- Nov 8 Technical rescue on USFS land, where a single vehicle rolled 100 feet over a steep embankment. One patient was trapped. Crews worked with CCSO Search & Rescue and Estacada Fire to stabilize the vehicle and extricate the patient.
- Nov 16 Crews responded to a commercial fire at 7600 SE Johnson Creek Blvd. The source was fuel that ignited from dismantling an RV frame with a sawzall. The fire was mostly out on arrival and crews worked to clear smoke and assess damage.
- Nov 30 Crews responded to a 12x20 building fire that was two feet from the residence. The unit was under construction. Fire quickly consumed the structure and crews worked to protect the exposure building from any damage.

FIRE CHIEF'S REPORT

NOVEMBER 2023

Organizational Data



Average Company Time Committed	
Time: 225 hours and 11 minutes	Percent of Month: 33.88%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

Staffing

	Response	Risk Reduction	Crew 30	Staff	FF Vols	Support Vols
Allocated	275	12	20	55		
Filled	266	11	6	53	21	23
Academy	14	0			10	4

Volunteers

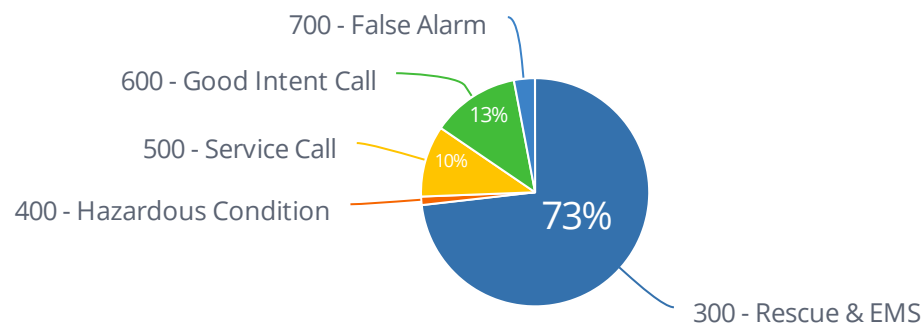
Training		Events	Duty Shifts	Station 12	Station 74	Rehab 321	Rehab 302
# of Drills	2	2	Nights	19/30	20/30	8/30	7/30

Station 71, 73, 74 - Incident Overview

Sandy Incidents - November 2023

Incident Type Group	# of unique Incident Number
300 - Rescue & EMS	123
400 - Hazardous Condition	2
500 - Service Call	17
600 - Good Intent Call	21
700 - False Alarm	5
# of unique Incident Number	168

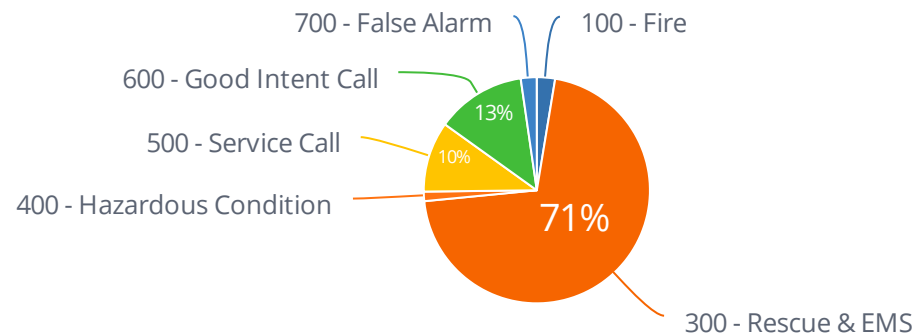
Sandy Incidents - November 2023



Sandy Incidents - July 2023 - To Date

Incident Type Group	# of unique Incident Number
100 - Fire	25
300 - Rescue & EMS	681
400 - Hazardous Condition	13
500 - Service Call	97
600 - Good Intent Call	123
700 - False Alarm	22
# of unique Incident Number	961

Sandy Incidents - July 2023 - To Date



Bank Reconciliation November 2023

Local Government Investment Pool

		<i>Beginning Balance</i>	\$594,442.82
11/1/2023	LGIP Fees		-\$0.05
11/3/2023	Clackamas County Tax Distribution		\$237,580.30
11/10/2023	Clackamas County Tax Distribution		\$167,967.93
11/17/2023	Clackamas County Tax Distribution		\$510,025.67
11/24/2023	Clackamas County Tax Distribution		\$2,559,740.73
11/30/2023	Interest		\$7,270.06
		<i>Ending Balance</i>	<u>\$4,077,027.46</u>

Checking Account

	<i>Beginning Balance</i>	\$79,483.59
Interest		\$6.47
	<i>Ending Balance</i>	<u>\$79,490.06</u>

Total Cash Balance 11/30/23 \$4,156,517.52

Budget to Actuals November 2023

Revenue	Budget	Actual
Tax Revenue	\$4,729,235	\$3,484,217
Other	\$0	\$6,038
Interest	\$55,000	\$32,099
	<u>\$4,784,235</u>	<u>\$3,522,354</u>

Expenses	Budget	Actual
Personnel Services	\$0	\$0
Materials & Services	\$4,754,235	\$2,497,634
Capital Outlay	\$52,000	\$49,154
Operating Contingency	\$100,000	\$0
	<u>\$4,906,235</u>	<u>\$2,546,788</u>

CORRESPONDENCE

- C – 1 Thank you Re: House fire on Barberry Place in Gladstone on 8/6/23
BC303 Wiken, **BC302** Scheirman, **E322** Kinnaman, Doornink, Lapp **E309** Guttman, Ediam, Baker **E315** Stephenson, Stempel, Job **E303** Thies, Scobert, Davis **T304** Hofmann, Willcut, Maclennan, Shearer **R303** Rowland, Ramos **HR305** Hess, Herbert, Pentecost, Hergert **Investigator** Izak Hamilton
- C – 2 Thank you letter for **E306** “B shift” crew for assistance with smoke alarms at 14443 SE Aldridge Rd in Happy Valley.
- C – 3 Thank you letter for **E306** Buford, Powers, and Carpenter for smoke alarm assistance at 10215 SE 132nd in Happy Valley.
- C – 4 Appreciation card from Upper McKenzie Rural Fire.
- C – 5 Thank you card from Clackamas County Disaster Management for Camp Creek Fire.
- C – 6 Appreciation card from a citizen in Portland Oregon.
- C – 7 Thank you from the Sandy Area Chamber of Commerce for the Trick or Treat Trail.
- C – 8 Social media compilation.



Clackamas County
Firefighters ~ #1

Thank you for being
there for us ~

Mindy & Gordon Pin
655 Barbary Place
Gladstone

House fire 8/6/23

Have a meal
on us!!

RECEIVED

C - 2

October 29, 2023

NOV 01 2023

Clackamas Fire Station
11300 SE Fuller Road
Milwaukie, OR 97222

To whom it may concern:

The purpose of this brief note is to give a positive "THANK YOU" to ENGINE 306 CLACKAMAS FIRE CREW of HAPPY VALLEY.

Last week we faced a problem with one of our ceiling fire alarms. Being 83 with walking difficulties, and not being able to climb ladders, my wife and I called for help from this crew. We were given the most happy gift of this crew showing up to give us help and educating us in what to purchase to solve the problem. This crew arrived around eight o'clock PM cheerful and ready to help. They explained it would be wise to replace all the units, showing us the expiration dates because the one sounding the alarm was expired. I went down to the local hardware store the next day and bought seven fire alarms to replace the entire house.

What a fun bunch of friendly firemen. This kind of help to senior citizens makes us feel so safe at this stage of our lives.

We do love our firemen for all they do, not only for us but for all the citizens in our entire state. GOD BLESS OUR FIREMEN. We will pray for them and their safety in the future.

Sincerely,

Ron and Diane Orme
14443 SE Aldridge Rd.
Happy Valley, 97086

A handwritten signature in cursive script, appearing to read "Ron Diane", written in dark ink.

Special attention
to Captain Bedford,
Randy Powers, and Jacob Carpenter

Dear Clackamas Fire Crew,

10/12/23

We thank you for rescuing us when our ancient and obsolete smoke detectors bit the dust.

This is not the first rescue at our house. The first was when my blood pressure tanked some years ago. The second was on 2/25/23 when I slipped on nasty ice, fell, and was rendered almost inert. Then you had the ice and snow with which to contend.

We are glad you are closeby ... and always so kind and helpful

The Fears

Ralph + Nancy

[Handwritten signature]



Proudly serving the communities of
Blue River, Rainbow and McKenzie Bridge

Brent Culley
Kent Culley
Jose

Taylor

[Handwritten signature]

Shawn

Mike

Melanie

Chief Rainbow

[Handwritten signature]

Jenn

For your courage,
sacrifices, and caring.
You are so appreciated.

There is no THANK YOU big enough

[Handwritten signature]

[Handwritten signature]

Dear Melinda



DISASTER MANAGEMENT

Thank you!
-Amy K

Thank you!
-Emily

Thank you
for everything!
-Janice

Chief,

DM appreciates you and your
team. Thank you for being a
great partner on this and many
other responses.

-Daniel

The Disaster Management team
thanks you for your work and
partnership in the Emergency
Operations Center for the Camp
Creek Fire response.

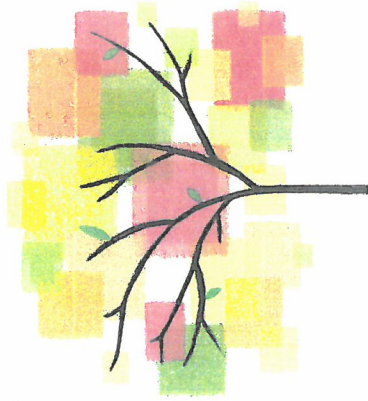
**"PIGLET NOTICED THAT EVEN
THOUGH HE HAD A VERY
SMALL HEART, IT COULD HOLD
A RATHER LARGE AMOUNT OF
GRATITUDE."**

- A.A. MILNE

**I just wanted to take the time to
express my gratitude for all you have
done for your country.
Thank you for your service.**

**Sincerely yours,
Courtney Ely**

1630 SE Rural St. #114, Portland OR 97202



**THANK YOU FOR
ALL YOU HAVE
DONE IN KEEPING
US ALL SAFE.
I REALLY
APPRECIATE IT!**

What do you call
2 witches sharing
an apartment?

Broommates ☺

Have an amazing Halloween!


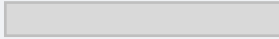


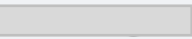


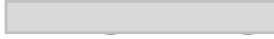


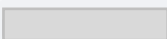

Thank you so
much for your
Participation in
the annual
Trick-or-Treat Trail!
We are already looking
forward to next year! ☺

-The Sandy Area
Chamber of
Commerce








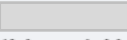

CORRESPONDENCE

Social Media Comments


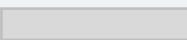




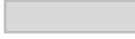



Thankful to wildland handcrew (AKA Crew 30) for their work in Kentucky, Nov. 7:

-   Safe travels and hurry home. You guys are awesome 
-   Be safe n come home Clackamas Fire is the best 
-   Thanks for your help in Kentucky. Be careful out there & come home soon
-  Thank you for your hard work in hazard ky
-   Crew 30 you all be safe out there god bless yahll and what you do thank you 

Thankful to crews for a technical rescue of a vehicle down an embankment, Nov. 8:

-  2023 Mrs Oregon American
Thank you for your great work! We are all lucky you are dedicated to our community!
THANK YOU!! 🍷 
-   Thank you to all who come to help in these situations. Amazing what you all do daily 
-   Top fan
 'Mutual Aid' with 5 pieces of apparatus and a dozen personnel or so. I think that makes CFD #1 a pretty good neighbor to have around in a pinch. 

Thankful to the Fire District for our Operation Santa program and the parades, Nov. 30:

-      Thank you for the parade last night! OC loves you! 🌲 🌲 🌲
-   We loved seeing you guys last night! Thank you for all you do! HO HO HO!! 🍷 🍷 🍷 🎅 🎅 🎅 ❤️ ❤️ ❤️
1w 1 like Reply
-   We were there in Happy Valley last night.....loved seeing the equipment and our 1st responders. Thank you all! 🍷 🍷 🍷 🍷 🍷 🍷
-  cityofhappyvalley Always ready to help and partner with you in this initiative! See you Sunday!

INFORMATIONAL ITEMS

- I – 1 CLACKAMAS COUNTY, November 7, 2023 “Quick thinking neighbor leads to conviction of man in Happy Valley apartment arson case”
<https://www.clackamas.us/news/2023-11-07/quick-thinking-neighbor-leads-to-conviction-of-man-in-happy-valley-apartment-arson-case>
- I – 2 FOX NEWS, November 27, 2023, PF&R responds to 3 fires in 30 minutes,
<https://www.kptv.com/2023/11/28/pfr-responds-3-fires-30-minutes/>
- I – 3 KVAL NEWS, November 27, 2023, Clackamas Fire launches Operation Santa Claus with community parades, new online tracker,
<https://kpic.com/news/local/clackamas-fire-launches-operation-santa-claus-with-community-parades-new-online-tracker>
- I – 4 KPIC NEWS, November 27, 2023, Clackamas Fire launches Operation Santa Claus with community parades, new online tracker,
<https://kpic.com/news/local/clackamas-fire-launches-operation-santa-claus-with-community-parades-new-online-tracker>
- I – 5 NEWS CHANNEL 21, November 29, PF&R responds to 3 fires in 30 minutes, 2023 <https://ktvz.com/cnn-regional/2023/11/29/pfr-responds-to-3-fires-in-30-minutes/>