



Sandy Fire District #72

Board Meeting Briefing Packet

October 16, 2024

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SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting

OCTOBER 16, 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 SEPTEMBER 18, 2024** (Packet Pg. 3)
- 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 **Election of Officers** – Chair Sue Hein
 - B-2 **Approval of Resolution #24-03: Designating the Registered Agent of the Fire District** – Assistant Chief Steve Deters (Packet Pg. 6)
- 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 (Packet Pg. 7)

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

R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 10)

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

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

B. CORRESPONDENCE and INFORMATIONAL ITEMS (Packet Pg. 12)

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, November 20, 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



BOARD OF DIRECTORS MEETING MINUTES SEPTEMBER 18, 2024

ATTENDANCE

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

Others present: Steve Deters, Chris Hawes, Shelby Hopkins, Joe Johanesen, Mark Whitaker

Other community members and citizens may have been 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 5:04 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA
No changes to the agenda.

**IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON
AUGUST 21, 2024**

Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on August 21, 2024. Director Maunder made a motion and Director Brian seconded the motion. The motion passed 4/0.

Timestamp: 0:55 – 01:14

- V. PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
No Comments.

Timestamp: 01:14 – 01:20

- VI. BUSINESS – Action required**
None.

VII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports

Director Fox reported going to the Quarterly Joint Interagency Committee meeting.

Timestamp: 01:20 - 01:52

OB-2 Board Informational Updates/Comments

No updates.

Timestamp: 01:52 – 01:56

VIII. INFORMATIONAL ONLY

A. Division/Department Reports

R-1a Office of the Fire Chief – Assistant Chief Steve Deters

Chief Browne was absent. In his absence, AC Deters gave an update from the Office of the Fire Chief.

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

AC Deters shared an update from the Office of Business Services.

Timestamp: 01:56 – 05:05

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

CFO Whitaker shared an update from the Office of Financial Services.

Timestamp: 05:05 – 08:17

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 shared an update from the Volunteer Association.

Timestamp: 08:17 – 10:45

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 10:45 – 10:59

C. OPEN AGENDA

No report.

D. NEXT MEETING



SANDY FIRE DISTRICT

Here for you



The next Board of Directors' meeting will be on Wednesday, October 16, 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).

IX. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 5:14 p.m.

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

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

Board Chair Sue Hein

Secretary/Treasurer Ryan Fox



SANDY FIRE DISTRICT NO. 72

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

Business Phone: 503.668.8093 • Facsimile: 503.668.7941

RESOLUTION #24-03

A Resolution Designating the Registered Agent of the Fire District

Whereas, Sandy Fire District #72 is a rural fire protection district organized under Oregon Revised Statutes chapters 198 and 478;

Whereas, each special district so formed is required by ORS 198.340 to designate a registered office and a registered agent; and

Whereas, the District's registered agent has resigned; therefore, be it

Resolved, that effective July 1, 2023 the Board of Directors of Sandy Fire District #72 hereby declares its registered agent to be:

Fire Chief Nick Browne

Resolved, that the address of the District's registered office and its business office will be identical, specifically:

**Sandy Fire District
17460 Bruns Ave.
Sandy, OR 97055;**

Resolved, that the change described above was authorized by resolution and duly adopted by the Board of Directors of Clackamas Fire District #1; and

Resolved, that the change shall be filed in the offices of the Secretary of State of Oregon, and the county clerks for Clackamas and Multnomah counties.

Adopted this date, October 16, 2024.

President, Board of Directors

Secretary, Board of Directors

FIRE CHIEF'S REPORT

SEPTEMBER 2024



Oregon City Hilltop Mall Safety Fair 2024



Clackamas Fire received a new type 6 pumper from the Oregon State Fire Marshal through a state funded wildfire omnibus bill signed into law 2021.



Two new quick response vehicles will be placed in service with levy funds received in the May 16, 2023 election.

Events/News

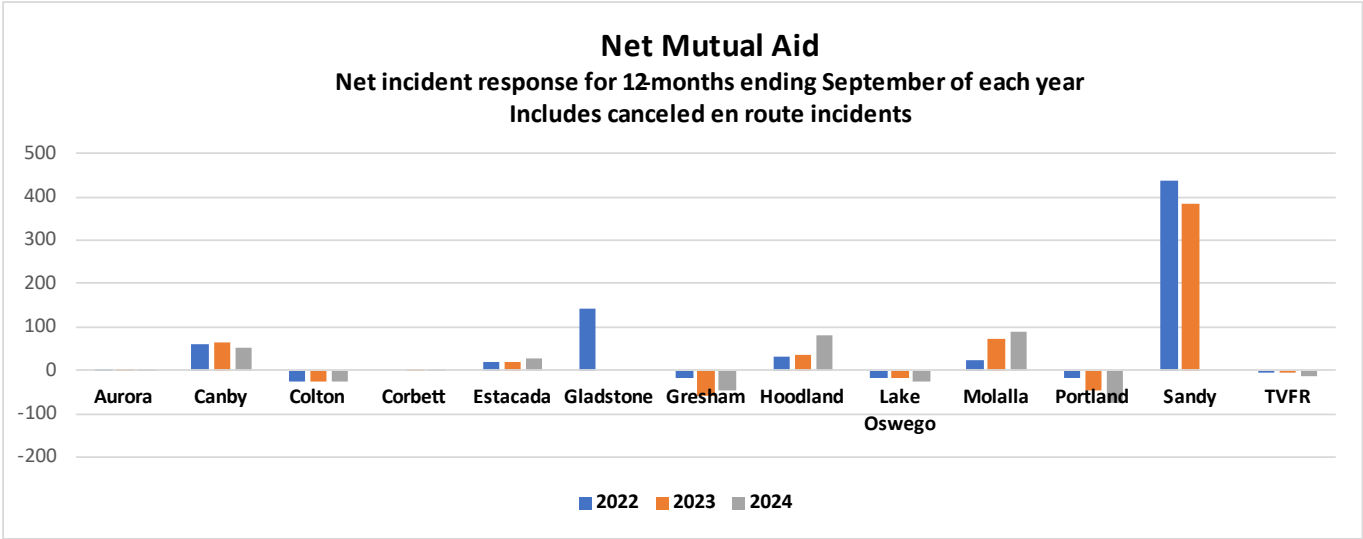
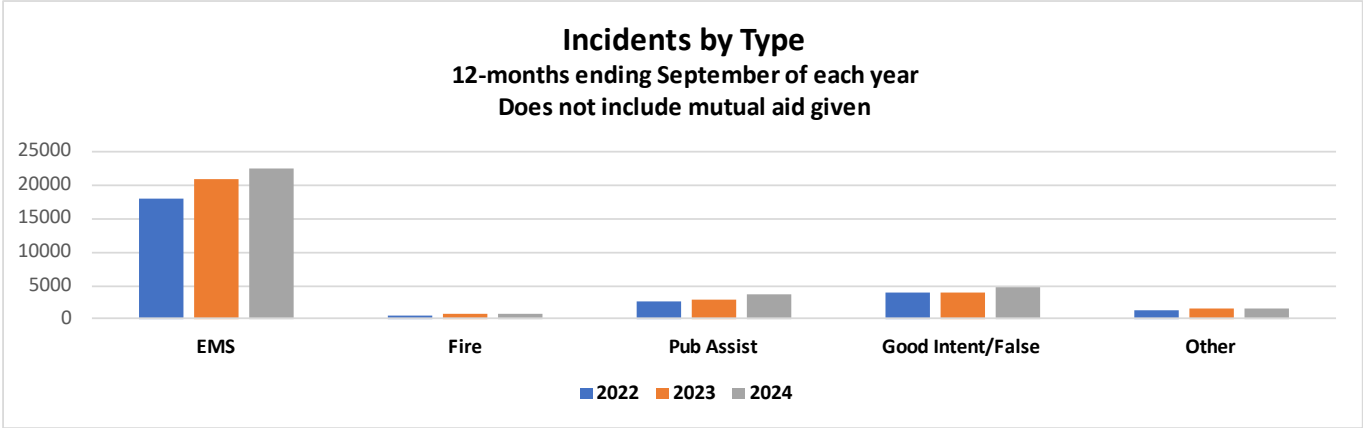
- Clackamas Fire participated in several 9/11 events in the month of September. Assistant Chief Brian Stewart provided the keynote address at the county Patriot Day Ceremony.
- Gladstone Fire Station hosted an Open House on September 28 in conjunction with the Gladstone Library Grand Opening.

September Highlights

- Oregon City's Annual Hilltop Mall Safety Fair, held in September, is always a huge success and 2024 was no exception! Thank you to all employees who dedicated their time and talents to this community event: DC Whiteley, FM Olson, DFM Shanklin, PES Owen, AT Grassl, BC Taylor, BC Holland, VC Kragero, T304 (Carey, Korst, Poppert, Walton) T316 (Rouse, Covey, Neelands, McMurdie), HM307 (Gordian, Martin, Dukart, Anderson), E315 (Knott, Huyck, Golden, Tice), E317 (Cook, Clasen, Pyburn), M316 (Lynn, Humphries), Volunteers: BR374 (Lawson, Pat McCue) RH321 (Boyle, Tran) Old Red (Kihlstrom, Chaplain Johnson), and our Safety Partners for making this traditional event possible.
- Clackamas Fire welcomed Academy 24-02 with 17 new recruit firefighters on September 4.
- Clackamas Fire's Health, Wellness & Safety Division, in their new location at the Oak Lodge Fire Station, are conducting annual pre-physicals for off duty line personnel for the first time. With CFD's growth, it has been determined it's logistically and financially responsible to coordinate pre-physicals off duty instead of taking them out-of-service while on duty.
- Apparatus Operator Steve McAdoo celebrated his last day with an Open House at the Holcomb Station on September 30. He retired with 20 years of service.
- On September 17 Clackamas County and American Medical Response launched the Nurse Navigation Program. It is designed to provide residents with a variety of options for quickly reaching the appropriate level of medical care when calling 911.
- Clackamas Fire crews have been conducting battalion training in our communities focusing on high rise operations and hose deployments.
- The Fire Marshal's Office is focusing on school inspections this fall. School inspections begin once school is in session, providing inspectors the chance to see what changes have been made in the classrooms and provide education to staff about fire safety.
- September concluded most of the state mobilizations. Clackamas Fire crews were deployed across the state to a record number of incidents this fire season. Along with helping fellow Oregonians in crisis, crews were able to gain invaluable knowledge and skills working in large scale command structures which can be utilized in our district.

FIRE CHIEF'S REPORT

SEPTEMBER 2024



Average Company Time Committed	
Time: 214 hours and 21 minutes	Percent of Month: 32.15%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

Current Staffing - 7/1/ 2025					
	Local 1159	Non Rep.	Total	Ratio: Between 3-7 Optimum 5	% of Workforce
Support Services	20	49	69	1 support staff to 5.21 employees	20% of total personnel
Line Positions	270	0	270	3.91 line positions to 1 support staff	78% of total personnel
Line Positions+ Crew 30	0	0	7	4.01 line + Crew 30 to 1 support staff	80%
Total Employees			346		
	Current #	%Workforce			
Day Chiefs~Support	11	3%			
CFO/HSC/SSO/Exec. Man	4	1%			
Managers/CRO	5	1%			
Captains	7	2%			
Total	27	8%			

Volunteers	Training/ Drills	Events Attended	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
40	7	2	29/30	5/30	4/30

Station 71, 73, 74 - Incident Overview

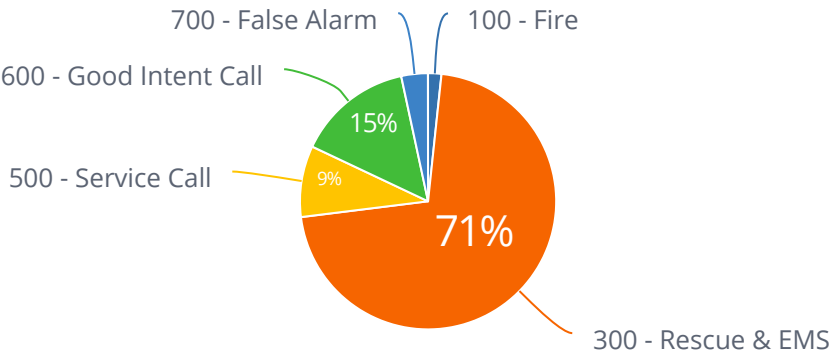
Sandy Incidents - September 2024

Incident Type Group	# of unique Incident Number
100 - Fire	3
300 - Rescue & EMS	127
500 - Service Call	16
600 - Good Intent Call	26
700 - False Alarm	6
# of unique Incident Number	178

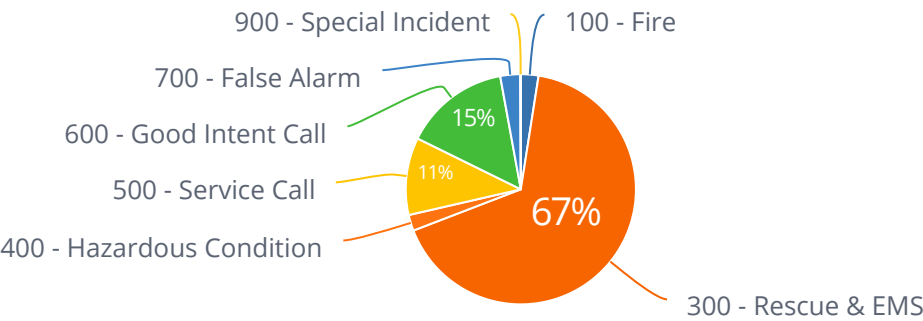
Sandy Incidents - Year to Date

Incident Type Group	# of unique Incident Number
100 - Fire	43
300 - Rescue & EMS	1,159
400 - Hazardous Condition	39
500 - Service Call	189
600 - Good Intent Call	258
700 - False Alarm	49
900 - Special Incident	1
# of unique Incident Number	1,738

Sandy Incidents - September 2024



Sandy Incidents - Year to Date



Bank Reconciliation
September 2024

Local Government Investment Pool

		<i>Beginning Balance</i>	<i>\$1,922,482.69</i>
9/13/2024	Clackamas County Tax Distribution		<i>\$11,575.56</i>
9/30/2024	Interest		<i>\$8,378.06</i>
		<i>Ending Balance</i>	<i>\$1,942,436.31</i>

Checking Account

	<i>Beginning Balance</i>	<i>\$82,980.98</i>
Interest		<i>\$6.88</i>
	<i>Ending Balance</i>	<i>\$82,987.86</i>

Total Cash Balance 9/30/2024 \$2,025,424.17

Budget to Actuals
September 2024

General Fund

	Actual	Annual Budget
<u>Revenue</u>		
Current Year Property Tax	\$0	\$4,897,092
Prior Year Property Tax	\$11,492	\$65,000
Other Taxes	\$694	\$115,000
Investment Interest	\$28,733	\$115,000
	\$40,919	\$5,192,092
<u>Expense</u>		
Contract for Services	\$1,236,482	\$5,047,857
Professional Services	\$0	\$25,000
Transfers Out	\$0	\$230,000
	\$1,236,482	\$5,302,857

Capital Replacement Fund

	Actual	Annual Budget
<u>Revenue</u>		
Investment Interest	\$6,937	\$20,000
Transfers In	\$0	\$230,000
	\$6,937	\$250,000
<u>Expense</u>		
Capital Replacement	\$0	\$100,000
EMS & Fire Equipment	\$0	\$25,000
	\$0	\$125,000

CORRESPONDENCE

C – 1 Social Media Comments

C – 2 Thank you from State Representative Drazan

C – 3 Thank you from citizen for support from the Emergency Services Foundation

CORRESPONDENCE

C-1 Social Media Comments

Thankful for the crew taking the time at an incident to mentor a young boy, Sept. 7:

[REDACTED]
I absolutely love that you let him help ~ these are the core memories kids need ❤️

Thankful for Clackamas Fire for the Health and Safety Fair, Sept. 14:

[REDACTED]
Your team went above and beyond to interact with the kiddos. From showing off the different rigs to talking about equipment, the firefighters were so kind and patient. My little had an amazing time!

[REDACTED]
It was a fabulous event! Thank you all so much!

My kids loved it you all made their day especially getting to take. Ride on the fire truck they can't stop talking about it

Thankful to the crew from S319 for the giving a station tour to a cub scout pack, Sept. 19:

[REDACTED] What a great thing to do with these great kids. Very nice for everyone

Thankful for Training Capt. Borders and Lt. Fullerton who served as instructors at the Women in Fire Conference, Sept. 20:

[REDACTED]
Thank you for your dedication and service!

[REDACTED]
Incredible women! It was so great catching up with them at the conference.

Thankful for the crew from E306 for their simple gesture that improved someone's day, Sept. 22:

Wanna say a big big Thank you to engine 306 for making for day waved at the truck and they waved but then did the bell why I am thanking you is because this morning I lost my doggie best friend/companion when they rung the bell just made me feel good to know he made it home

Thankful for the crews' response to a residential fire, Sept. 25:

Thank you so much for your professionalism and quick response! This chimney fire was right behind my apartment complex. Couldn't get a pic of the fire because I was on the phone with 911. The residents didn't know about the fire i don't think.

Christine
DRAZAN



STATE REPRESENTATIVE

Chief Browne,

Thank you for the tour of the Clackamas Fire District Training Center. It was a pleasure to hear from you and your team and to see the facility for myself. I look forward to opportunities to partner to support your essential work in our region. Thanks for all you all do.

Sincerely,
Christine Drazan



WITH APPRECIATION
FOR YOUR EXPRESSION
OF SYMPATHY.

Dear Jerry,

Thank you for your gift of support for our family. Please extend our thanks and appreciation to the Fire fighters Foundation and the Clackamas Fire District. Your kindness is greatly appreciated.

Masako Brenner
Melissa Bilyew
James Brenner

INFORMATIONAL ITEMS

- I – 1 KEX NEWS, September 3, 2024 “Deadly Plane Crash Investigation”
<https://1190kex.iheart.com/content/2024-09-03-deadly-plane-crash-investigation/>
- I – 2 OREGONIAN, September 18, 2024 “Anarchists claim responsibility for fire set at railroad trestle in Oak Grove”
<https://www.oregonlive.com/news/2024/09/anarchists-claim-responsibility-for-fire-set-at-railroad-trestle-in-milwaukie.html>
- I – 3 KOIN NEWS, September 4, 2024 “Lake Oswego train traffic resumes, no word yet on cause of trestle fire” <https://www.koin.com/local/clackamas-county/lake-oswego-train-traffic-resumes-no-word-yet-on-cause-of-trestle-fire/>
- I – 4 FOX NEWS, September 25, 2024 “Cooking fire tears through home”
<https://www.kptv.com/2024/09/26/cooking-fire-tears-through-clackamas-home-2-cats-dead/>
- I – 5 FOX NEWS, September 26, 2024 “Cooking fire tears through Clackamas home, 2 cats dead” <https://www.kptv.com/video/2024/09/26/cooking-fire-tears-through-clackamas-home-2-cats-dead/>