

Sandy Fire District #72

Board Meeting Briefing Packet

November 20, 2024

Proudly Served by Clackamas Fire District





SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting NOVEMBER 20, 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 OCTOBER 16, 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** Request Board Approval of ODOT Curb Project Temporary Easement Assistant Chief Steve Deters (Packet Pg. 6)

VII. OTHER BUSINESS – No action required

- **OB-1** Board Committee/Liaison Reports Joint Oversite 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. 13)
- R-1b Office of Business Services Assistant Chief Steve Deters
- R-1c Office of Financial Services Chief Financial Officer Mark Whitaker (Packet Pg. 16)

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. 18)

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, December 18, 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 OCTOBER 16, 2024

ATTENDANCE

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

Others present: Nick Browne, Steve Deters, 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 5:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA No changes to the agenda.

Timestamp: 01:42 - 01:48

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON SEPTEMBER 18, 2024

Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on September 18, 2024. Director Brian made a motion, and Director Fox seconded the motion. The motion passed 4/0.

Timestamp: 01:48 – 02:30

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

Timestamp: 02:30 – 02:44

VI. BUSINESS – Action required

B-1 Election of Officers – Chair Sue Hein <u>Director Brian made a nomination for the Board Officers to remain status quo for the next</u> <u>term; Board Chair Sue Hein, Vice Chair Ron Lesowski, and Sec/Treasurer Ryan Fox.</u> <u>Director Lesowski seconded the nomination. There were no other nominations nor</u> <u>oppositions. By consent, the current Board Officers were re-elected for another term.</u>

Timestamp: 02:44 – 06:23

B-2 Approval of Resolution #24-03: Designating the Registered Agent of the Fire District – Assistant Chief Steve Deters

Board Chair Hein asked for a motion to accept Resolution #24-03 Designating the Registered Agent of the Fire District as Fire Chief Nick Browne. Director Brian made a motion, and Director Lesowski seconded the motion. The motion passed 4/0.

Timestamp: 06:23 – 07:50

VII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports

Joint Oversite Committee Director Lesowski reported on a meeting with Chris Edmonds from Coastline Public Relations. The meeting was to discuss the Sandy Fire merger/annexation with Clackamas Fire.

Timestamp: 07:50 - 17:30

OB-2 Board Informational Updates/Comments No updates.

VIII. INFORMATIONAL ONLY A. Division/Department Reports

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

Chief Browne shared an update from the Office of the fire Chief.

Timestamp: 17:30 – 21:25

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

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

Timestamp: 21:25 – 25:03

R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker CFO Whitaker shared an update from the Office of Financial Services.

Timestamp: 25:03 – 27:03



SANDY FIRE DISTRICT

Here for you



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: 27:03 – 33:21

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 33:21 - 33:26

C. OPEN AGENDA

No report.

Timestamp: 33:26 - 33:32

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).

IX. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 5:33 p.m.

<u>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 5/0.</u>

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

Here for you

Memo

То	Board of Directors
	Assistant Chief Deters on behalf of Fire Chief Nick Browne
Date	November 20, 2024
Subject	ODOT Curb Ramp Project

Action Requested

Request board approval of a temporary easement on Sandy Fire property to complete the Oregon HWY211/US26 Curb Ramp project.

Background

Oregon Department of Transportation (ODOT) plans to proceed with the OR211/US26 Curb Ramps project in Sandy and Molalla. This project will improve portions of curb ramps/sidewalks in our neighborhood to comply with Federal and State regulations. For this project, ODOT will need to enter district property temporarily to construct/reconstruct curb ramps/sidewalks. ODOT offers \$750 for the temporary right-to-enter district property behind the curb ramp/sidewalk. There is no construction schedule, but it is projected to begin within the next three years.

Board Policy Implications There are no Board Policy Implications

<u>Budget Implications</u> There are no Budget Implications



Department of Transportation Technical Leadership Center Right of Way Section

4040 Fairview Industrial Dr, SE Salem, Oregon 97302-1142 Telephone (503) 986-3424 Fax (503) 986-3625

October 25, 2024 Sandy Fire District No. 72 c/o Denise Toyooka 38885 Pioneer Blvd Sandy, OR 97055	File No.:	10006-035
	Grantor:	Sandy Fire District No. 72
	Section:	OR211/US26 Curb Ramps (Molalla/Sandy)
	Highway:	161 - WOODBURN-ESTACADA
	County:	Clackamas
	FAP No.:	SA00(784)e.d.12/23/27

The Oregon Department of Transportation (ODOT) plans to proceed with the OR211/US26 Curb Ramps (Sandy/Molalla) project. This project will improve portions of curb ramps/sidewalk in your neighborhood to comply with Federal and State regulations. For this project, we need to enter onto your property temporarily in order to construct/reconstruct curb ramps/sidewalk. ODOT would like to offer you \$750 for the temporary right to enter onto your property behind the current curb ramp/sidewalk as shown in the attached sketch map.

The current curb ramp/sidewalk is on public property. Allowing this entry behind the current curb ramp/sidewalk will give the construction workers additional room to set concrete forms, pour and finish the concrete. No concrete or permanent improvements will be placed on your property, nor is this work expected to cause any property damage. ODOT and/or its contractor will either preserve and protect any landscaping or other improvements affected within the area of use or replace in like kind if impacted.

The enclosed Temporary Easement document covers the terms of our proposed agreement. Please read the document carefully and if acceptable, sign where indicated. This document needs to be signed in front of a notary. Please complete and sign the attached W-9. After returning both the signed and notarized document and W-9 in the enclosed self-addressed stamped envelope, you will receive payment.

Please be aware that this process is optional, other processes include a more formal approach. Please contact me if you would like to explore other options.

You do have the right to waive compensation. If you choose to do so, please contact me and I will see that you receive the necessary donation forms and instructions.

NOTICE TO VACATE:

Written notice will not be required. Possession will be upon payment.

 \Box The State will not require you to vacate the property being acquired earlier than 90 days following this letter or within 30 days after payment (less deposits) whichever is later. You will be given the specific date to vacate the area acquired, when payment is made to you.

If you have any questions or concerns, need additional clarification, or notary assistance, please contact me at (503) 991-3156. I am also prepared to meet with you at your convenience and will be available to assist you.

Thank you for your time and timely attention to this matter. I look forward to working with you to complete this process.

Sincerely,

Ted Rutherford Right of Way Agent

Enclosures

TEMPORARY EASEMENT

SANDY FIRE DISTRICT NO. 72, Grantor, for the true and actual consideration of \$______750____, does grant to the STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION, Grantee, its successors and assigns, a temporary easement for a work area for construction purposes, over and across the property depicted on Exhibit "A" Drawing dated August, 2024, attached hereto and by this reference made a part hereof.

IT IS UNDERSTOOD that the temporary easement rights herein granted shall terminate three (3) years from the date hereof or upon completion of the State of Oregon Department of Transportation's construction project, whichever is sooner.

IT IS ALSO UNDERSTOOD that the temporary easement herein granted does not convey any right or interest in the above-described property, except as stated herein, nor prevent Grantor from the use of said property; provided, however that such use does not interfere with the rights herein granted.

Grantor covenants to and with Grantee, its successors and assigns, that Grantor is the owner of said property, and will warrant the easement rights herein granted from all lawful claims whatsoever.

Grantor agrees that the consideration recited herein is just compensation for the property or property rights conveyed, including any and all reduction in value to Grantor's remaining property, if any, which may result from the acquisition or use of said property or property rights. However, the consideration does not include damages resulting from any use or activity by Grantee beyond or outside of those uses expressed herein, if any, or damages arising from any negligence.

9/26/2024 Page 1 of 2 - TE dcr File 10006035V Drawing RW10006M

In construing this document, where the context so requires, the singular includes the plural and all grammatical

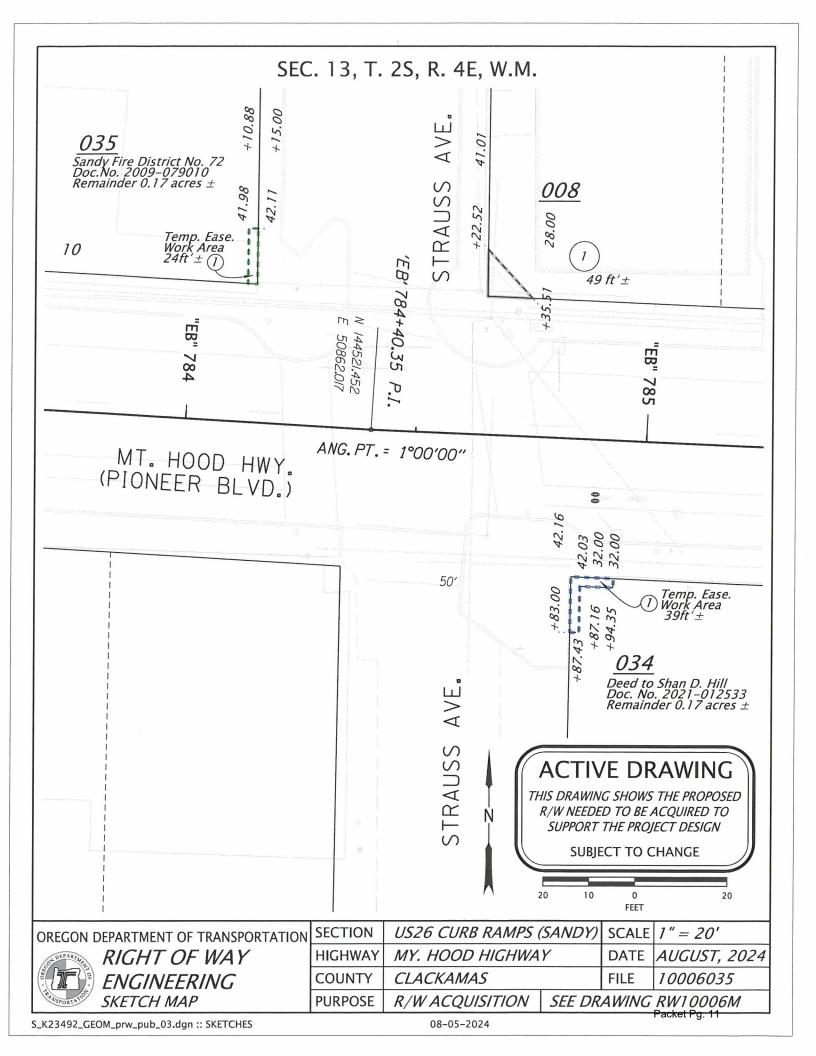
changes shall be made so that this document shall apply equally to corporations and to individuals.

Dated this _____ day of ______, 20____.

SANDY FIRE DISTRICT NO. 72
By: ______
By: ______
Representative
By: ______
By: ______
Representative
STATE OF ______, County of ______
Dated ______, 20____. Personally appeared ______
and ______, who, being sworn, stated that they are the representatives for
Sandy Fire District, and that this instrument was voluntarily signed on behalf of the Fire District by authority of its Board.

Before me:

Notary Public for the State of ______ My Commission expires _____



October 25, 2024	File No.:	10006-035V
Benefit Determination For:	Grantor:	Sandy Fire District No. 72
Denemit Determination For.	Section:	OR211/US26 Curb Ramps (Molalla/Sandy)
Sandy Fire District No. 72	Highway:	161 - WOODBURN-ESTACADA
Survey The District 10.72	County:	Clackamas
	FAP No.:	SA00(784)e.d.12/23/27

Federal and State laws provide relocation benefits for displaced businesses, farms, and non-profit organizations. You may be eligible for the following assistance. **Please read the booklet**, *Your Rights and Benefits as a Displaced Person*, for additional information concerning this assistance.

- **RELOCATION ADVISORY ASSISTANCE:** To provide you with current information regarding availability of comparable properties, and to provide information on Federal and State assistance programs, etc.
- **SEARCH EXPENSES** in locating a new site, not to exceed \$2,500. Expenses may include transportation expenses, meals and lodging away from home, time spent searching based on reasonable salary and earnings, fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of the replacement site.
- ACTUAL DIRECT LOSSES TO TANGIBLE PERSONAL PROPERTY: This benefit is intended to compensate for personal property that cannot be moved. The payment is based on the actual value of the items not moved or the estimated cost to move the item(s), whichever is less.
- **MOVING COST BASED ON ESTIMATES**: A payment to you for moving your personal property 50 miles (80 kilometers) or less. This amount is based on the lower of two estimates prepared by qualified estimators. **We must be notified of when you plan to move.**
- **COMMERCIAL MOVE COST**: A payment based on the actual and reasonable documented cost of moving your personal property 50 miles (80 kilometers) or less by a certified moving company. **We must be notified of when you plan to move.**
 - **REESTABLISHMENT EXPENSES:** In addition to the payments for actual, reasonable, and related moving expenses, you may be eligible to receive a payment not to exceed \$25,000 for expenses incurred in reestablishing your business, farm, or non-profit organization at a replacement site.
 - **FIXED PAYMENT**: If you apply and are found eligible, no other relocation benefits will be paid. If eligible, a payment of not less than \$1,000 nor more than \$40,000 will be made. This payment is based on the average annual net earnings of your operations, during the two taxable years prior to displacement.
- YOU ARE NOT ELIGIBLE FOR THE RELOCATION BENEFITS LISTED ABOVE: A review of this acquisition indicates that you will not be displaced by this project.
- **RELOCATION APPEAL:** If you have been denied eligibility for relocation benefits, or if you do not agree with the amount of a relocation payment, you have the right of appeal, and you may file a written request for an appeal of your relocation benefits within 60 days of this notification.

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FIRE CHIEF'S REPORT

OCTOBER 2024



Oct. 26: Trick-or-Treat Trail in downtown Sandy and Station 71

CLACKAMAS FIRE



New ETHOS Poster framed and sent to stations in October



Oct 30: Crew 30 members conducting fuels reduction work.

October Highlights

- On October 15-17, an Operations Meeting was held for the region's battalion chiefs at Lake Oswego Fire. The focus of the gathering was to discuss mutual aid assignments, expectations, and communications interoperability.
- Throughout the month of October, Portland Fire & Rescue invited Clackamas Fire and other agencies to the US Bank Tower to participate in a full-scale high-rise fire training.
- Volunteer Academy 24-03 started at the beginning of October with nine Suppression Firefighters and two Support.
- The Safety Committee formed an EV (electric vehicle) subcommittee to look further at the dangers for firefighters.
- October was busy for Community Services with many school safety presentations, two open houses, three large Halloween events, several fire station tours, and numerous community presentations.
- Finance and IT received FBI cybersecurity briefing facilitated by CRO Morgan West.
- Updates to Station 12 continue with the station getting a fresh coat of paint with the current District paint scheme in October.
- CRO West hosted a successful Incident Command System course resulting in over a dozen CFD members, along with partners from CCSO, the USFS, and the National Weather Service being trained in Intermediate ICS.
- CFD's Crew 30 members are offering free wildfire home assessments to residents throughout Clackamas County.
- Two new personnel started in October: Star du Chalard (Fire Chief's Office) and Lisa Buerkle (Finance)

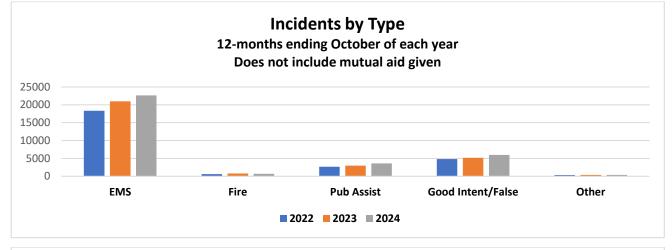
Upcoming:

The **50th** year of Operation Santa Claus begins in December with five parades promoting five donation drop-off locations that will collect non-perishable food items and toys.

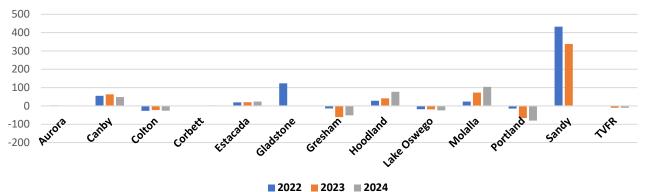


FIRE CHIEF'S REPORT

OCTOBER 2024



Net Mutual Aid Net incident response for 12-months ending October of each year Includes canceled en route incidents



		Avera	ge Compa	ny Time Committe	ed	
Time: 271 hours and 58 minutes				Percent of Month: 39.48%		
Includes Prepar	ation and Res	ponse: In	cidents, Ap	oparatus/Equipment	Checks, Physical Fit	ness, Training
Volunteers	Training/ Drills		Events ttended	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
40	5		3	28/31	7/31	4/31
Current Staffing - 7/1/ 2025						
	Local 1159	Non Rep.	Total	Ratio: Between 3-7 Optimur	<u>n 5</u>	% of Workforce
Support Services	18	49	67	1 Support Staff to 5.16 Employees 19% of total person		19% of total personne
Line Positions	270	0	270			
Community Medic+ Crew 30	2	7	9	1 Support Staff to 4.16 Line + Crew 30/Community Medic 81% of total personn		81% of total personne
Total Employees			346			
	Current #	%Workforce				

	Current #	%Workforce
Day Chiefs~Support	11	3%
CFO/HSC/SSO/Exec. Man	4	1%
Managers/CRO	5	1%
Captains	7	2%
Total	27	8%

Sandy Incidents - October 2024

Incident Type Group	# of unique Incident Number
100 - Fire	2
300 - Rescue & EMS	140
400 - Hazardous Condition	3
500 - Service Call	24
600 - Good Intent Call	20
700 - False Alarm	7
# of unique Incident Number	196

Sandy Incidents - Year to Date

Incident Type Group	# of unique Incident Number
100 - Fire	45
300 - Rescue & EMS	1,299
400 - Hazardous Condition	42
500 - Service Call	214
600 - Good Intent Call	277
700 - False Alarm	56
900 - Special Incident	1
# of unique Incident Number	1,934



Bank Reconciliation October 2024

Local Government In	vestment Pool
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	Beginning Bala	nce	\$1,942,436.31
10/7/2024	Clackamas County Tax Distribution		\$6,364.91
10/8/2024	Q2 Contract for Service - Clackamas	Fire	-\$1,236,481.50
10/31/2024	Interest		\$4,301.37
	Ending Bala	nce	\$716,621.09
Checking Accou	unt		
0	Beginning Bala	nce	\$82,987.86
	Interest		\$6.62
	Ending Bala	псе	\$82,994.48

Total Cash Balance 10/31/2024 \$799,615.57

Budget to Actuals October 2024

General Fund

		Annual
	Actual	Budget
Revenue		
Current Year Property Tax	\$0	\$4,897,092
Prior Year Property Tax	\$17,787	\$65,000
Other Taxes	\$764	\$115,000
Investment Interest	\$30,585	\$115,000
	\$49,136	\$5,192,092
Expense		
Contract for Services	\$2,472,963	\$5,047,857
Professional Services	\$0	\$25,000
Transfers Out	\$0	\$230,000
	\$2,472,963	\$5,302,857

Capital Replacement Fund

		Annual
	Actual	Budget
Revenue		
Investment Interest	\$9,393	\$20,000
Transfers In	\$0	\$230,000
	\$9,393	\$250,000
Expense		
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 Jackson County Fire District 3 for Logistics' team
- C-3 Thank you from Jackson County Fire District 3 Response Services Team for Logistics' team
- C-4 Thank you from Oregon Department of Forestry to Brentwood Reid for his insights about the wildfire partnership
- C-5 Thank you from kindergarten student for the station tour from Station 1

CORRESPONDENCE

C-1 Social Media Comments

Thankful to the crews for their response to a multi-vehicle accident on McLoughlin Blvd., Oct. 2:

A very scary accident. Thanks for being

our Heros!

Thankful for the training cadre for the training recruits are receiving in Academy 24-02, Oct. 3:

Y'all work so hard to keep us safe, you and all responders. Y'all are amazing!

Thankful for Clackamas Fire and the services we provide, Oct. 12:

🕀 Top fan

I appreciate our fire fighters and rescue personnel 🤎

Thank you all for everything you do!! 🕰 🕰

· Oct 12

We're glad you are there! Thank you for answering the call.

Thankful to the Fire District and the Mt. Hood Corridor Wildfire Partnership for the wildfire ready homeowner workshop, Oct. 19:

Oregon City Chamber of Commerce Thank you for putting on this event!

Registered! Thanks for this.

Thankful for the passage of the levy and that Logan Station 12 will be staffed full-time in the summer of 2025, Oct. 23:

Looks great and great news for neighborhood 👃

Thankful for the crew from E302 for participating in a Trunk-or-Treat event in Milwaukie, Oct. 27:

Oregon City Chamber of Commerce How fun! Thank you for being so involved!

Thankful for the crews' response to a vehicle into a building in Milwaukie, Oct. 28:

Oct 19

It looked totally under control when I drove past about 40 minutes after the accident. Great job!

Whoa! Thank you for making the best out of a horrible situation for all

Fire District 3

8383 Agate Road White City, OR 97503-1075 (541) 826-7100 (Office) (541) 826-4566 (Fax) www.jcfd3.com



October 21, 2024

Fire Chief Nick Browne Clackamas Fire District 11300 SE Fuller Road Milwaukie, OR 97222

Dear Chief Browne,

This past month, your Logistics team hosted four of our members as they visited your department looking for ways to improve efficiency, reduce redundancies, and better serve our organization through improved logistics practices.

Your team was extremely accommodating and offered great insight. Like your agency, we take seriously the business of improving the service we provide at all levels, both internally and externally.

Please extend our sincere gratitude to Denise Burkholder and Bill Bischoff for offering their time and expertise, and Steve Sakaguchi for helping make the arrangements for our visit. They are all very talented and it showed.

If we may ever repay the favor, please let me know!

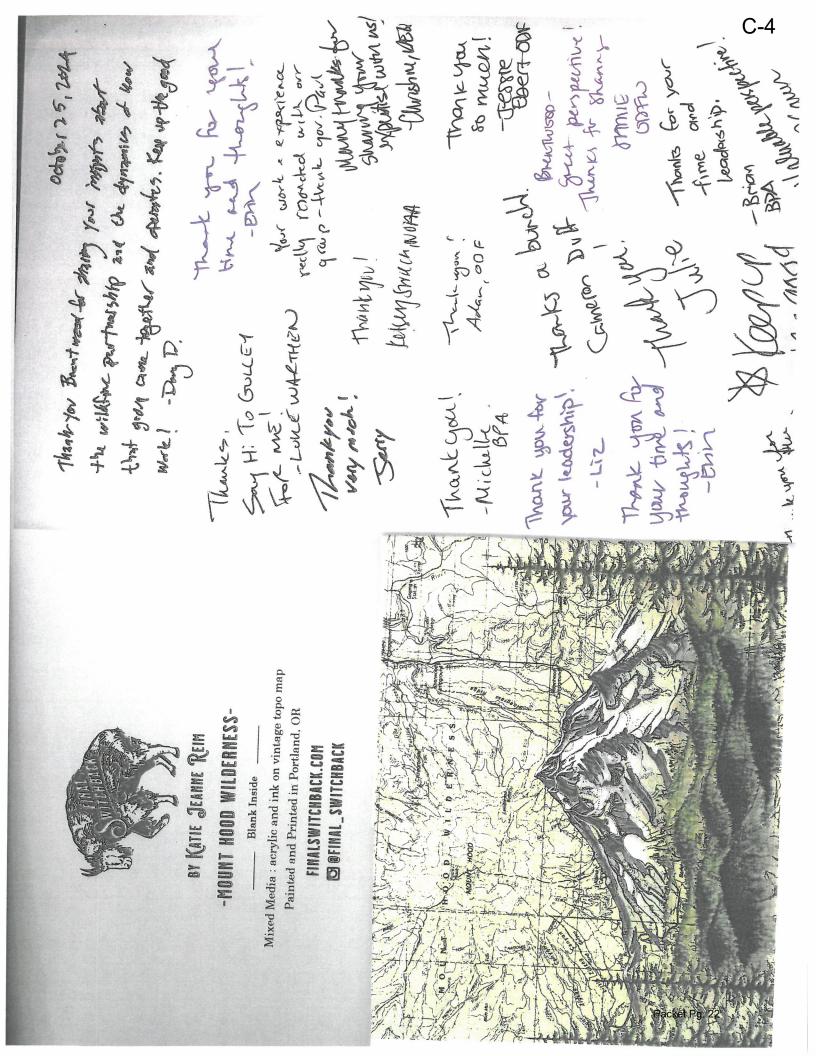
Sincerely,

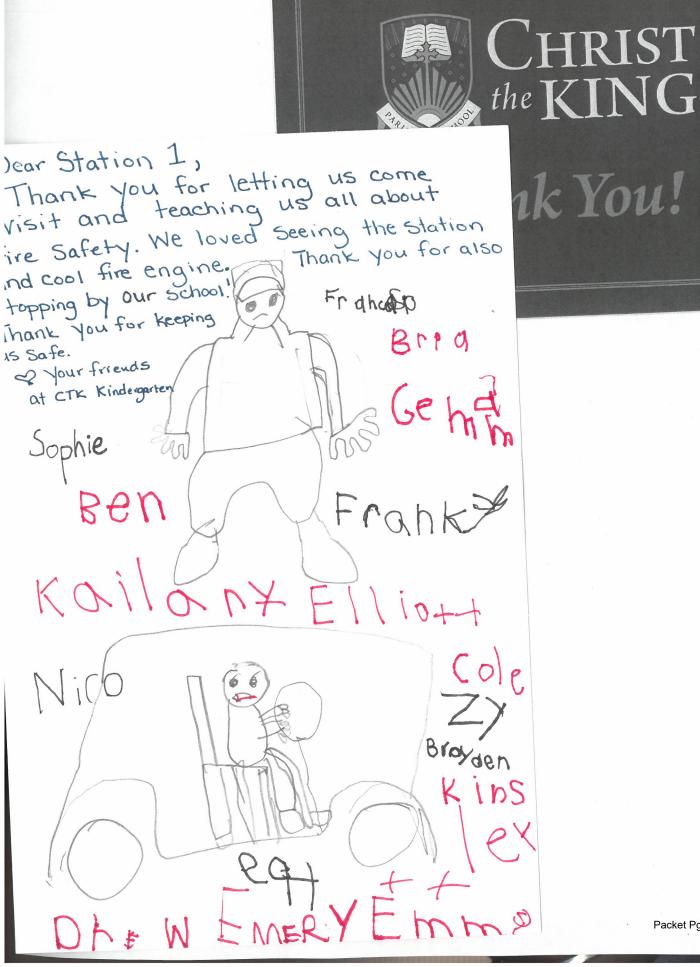
mit Hussey

Mike Hussey Fire Chief



Thank you so much for your time. your logistics operation is impressive - Stary Marurl Wow! You all are doing great things in Service of your members & the Community. Thusk you for sharing - WIII Clelled Thank you for your warm hospitality. our visit to your facility was truly inspiring and I greatly Appreciate your input & advice. Thanks again! - Sury Taylor THANK YOS FOR SHORING YOUR Knowledge & Expertise! It's A HUGE BENGET TO OUR ORGANIZATION. SCOT Darning





C-5

INFORMATIONAL ITEMS

I – 1 KGW News, October 27, 2024: "Person hit and killed by Amtrak train in Clackamas" <u>https://www.kgw.com/article/news/local/person-hit-killed-amtrakclackamas/283-6171ae4b-d34b-4c19-addb-1b3b1c10a1f5</u>