



Sandy Fire District #72

Board Meeting Briefing Packet

December 18, 2024

Proudly Served by Clackamas Fire District





SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting

December 18, 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 NOVEMBER 20, 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. **PRESENTATION – ANNUAL AUDIT – Kori Sarrett - Accuity**
- VII. **PRESENTATION – COASTLINE PR PROPOSAL – Chris Edmonds**
- VIII. **BUSINESS – Action required**

B-1
- IX. **OTHER BUSINESS – No action required**

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

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

X. INFORMATIONAL ONLY

A. Division/Department Reports

R-1a Office of the Fire Chief – Fire Chief Nick Browne (Packet Pg. 6)

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

R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 8)

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

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

B. CORRESPONDENCE and INFORMATIONAL ITEMS (Packet Pg. 11)

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, January 15, 2025 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).

XI. REGULAR MEETING RECESSED

XII. EXECUTIVE SESSION CALLED TO ORDER UNDER 192.660(2)(a) TO DISCUSS A PERSONNEL MATTER and ORS 192.660 (2)(d) LABOR CONTRACT NEGOTIATIONS

XIII. REGULAR MEETING RECONVENED

XIV. ADJOURNMENT



SANDY FIRE DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 20, 2024

ATTENDANCE

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

Others present: Nick Browne, Steve Deters, Shelby Hopkins, Joe Johansen, 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: 00:37 – 00:45

**IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON
NOVEMBER 20, 2024**

Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on November 20, 2024. Director Lesowski made a motion, and Director Fox seconded the motion. The motion passed 4/0.

Timestamp: 00:45 – 01:07

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

Timestamp: 01:07 – 01:12

VI. BUSINESS – Action required

B-1 Request Board Approval of ODOT Curb Project Temporary Easement – Assistant Chief Steve Deter

Board Chair Hein asked for a motion for approval of ODOT Curb Project Temporary Easement. Director Fox made a motion, and Director Lesowski seconded the motion. The motion passed 4/0.

Timestamp: 01:12 – 01:59

VII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports Joint Oversight Committee

Director Lesowski reported on the interagency meeting and the proposal from Coastline.

Timestamp: 01:59 – 09:37

OB-2 Board Informational Updates/Comments

No updates.

Timestamp: 09:37- 09:45

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: 09:45 – 12:30

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

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

Timestamp: 12:30 – 13:40

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

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

Timestamp: 15:51 – 18:12 (report out of sequence)

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

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.



SANDY FIRE DISTRICT

Here for you



Timestamp: 13:40 – 15:21

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 15:21 – 15:50 (CFO Whitaker's report follows this timeframe)

C. OPEN AGENDA

Chief Browne commented on the quick response of volunteer station 74 and the District's volunteers to a fire in Sandy.

Timestamp: 18:12 – 19:35

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).

IX. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 5:20 p.m.

Board Chair Hein asked for a motion to adjourn the meeting. Director Lesowski made a motion and Director Fox 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

FIRE CHIEF'S REPORT

NOVEMBER 2024



Explorer Team 2024-2025 (Jr Firefighters)



Highlights

- November 9 & 10 CFD hosted debris drop off at two locations to help homeowners create defensible space around their property.
- Community Services staff will be meeting to develop the 2025 community outreach calendar and areas of outreach focus.
- The Explorer Program started on November 7, with 3 returning and 15 new members.
- CFD obtained an extension on grant funds for SimTable to produce tactical scenarios that will be used by incident commanders for tactical training.
- Rehab volunteers joined the Career Recruit Academy at a Burn-to-Learn for live fire training on November 23.
- Captain Ryan Heitschmidt retired with 30 years of service.
- Wildland staff presented at the Wildfire Ready Homeowner Workshop.

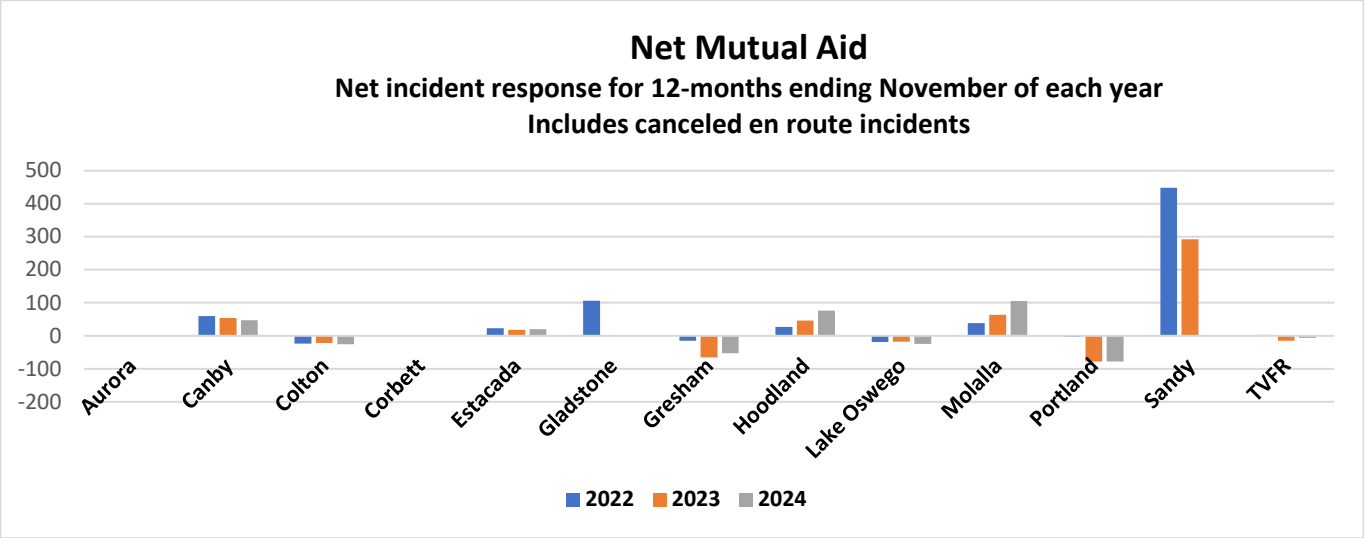
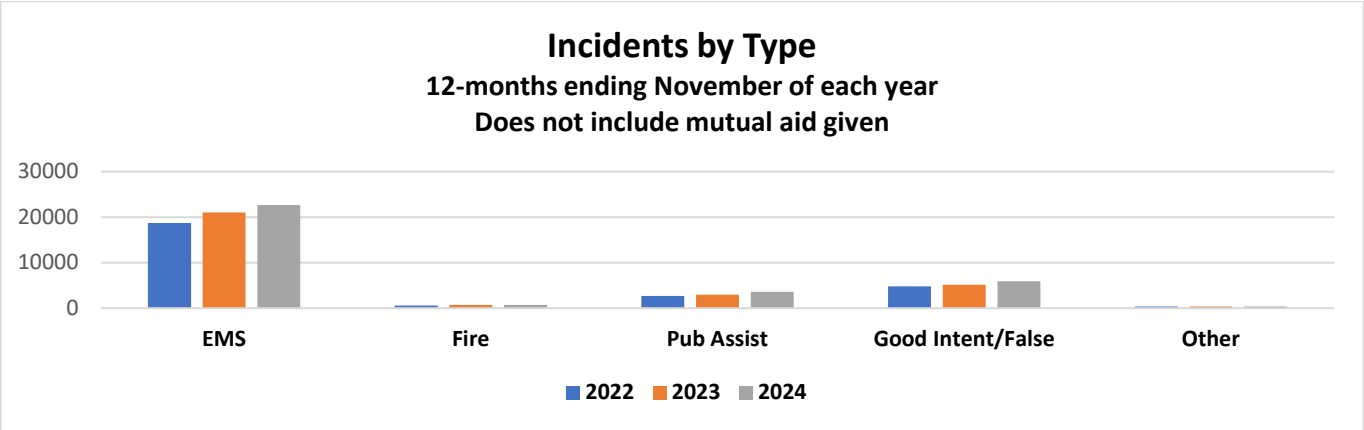
Notable Events/Calls

- November 1, 2024
BC302, HR305, T304, T316, E303 and M303 removed two critical patients from a passenger vehicle that was wedged under the rear of a semi-truck on McLoughlin Blvd. Crews had to lift the rear of the tractor trailer and utilize a winch to pull the vehicle out from under the lifted trailer.
- November 17, 2024
BC301, E371, R371, E318, E314, E307 and SQ319 responded to a residential fire in Sandy. Crews made a quick stop on a room and content fire in the first-floor laundry room of the home and kept it from spreading to the rest of the home.

FIRE CHIEF'S REPORT

NOVEMBER 2024

Organizational Data



Average Company Time Committed						
Time: 228 hours and 36 minutes				Percent of Month: 34.29%		
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training						
Volunteer	Training/ Drills	Events	Duty Shifts Station 12	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
	3	1	13/28	27/30	5/30	4/31

Current Staffing - 7/1/ 2025					
	<u>Local 1159</u>	<u>Non Rep.</u>	<u>Total</u>	<u>Ratio: Between 3-7 Optimum 5</u>	<u>% of Workforce</u>
Support Services	18	49	67	1 Support Staff to 5.11 Employees	20% of total personnel
Line Positions	270	0	270		
Community Medic+ Crew 30	4	2	6		
Total Employees			343		80% of total personnel

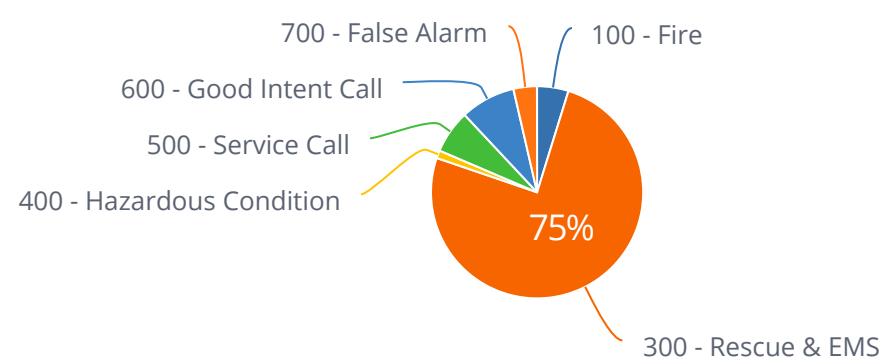
	<u>Current #</u>	<u>%Workforce</u>
Day Chiefs~Support	11	3%
CFO/HSC/SSO/Exec. Man	4	1%
Managers/CRO	5	1%
Captains	7	2%
Total	27	8%

Station 71, 73, 74 - Incident Overview

Sandy Incidents - November 2024

Incident Type Group	# of unique Incident Number
100 - Fire	8
300 - Rescue & EMS	126
400 - Hazardous Condition	2
500 - Service Call	11
600 - Good Intent Call	14
700 - False Alarm	6
# of unique Incident Number	167

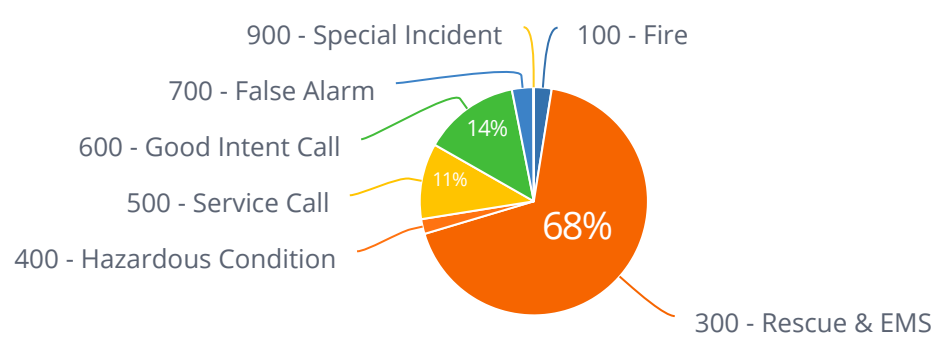
Sandy Incidents - November 2024



Sandy Incidents - Year to Date

Incident Type Group	# of unique Incident Number
100 - Fire	53
300 - Rescue & EMS	1,426
400 - Hazardous Condition	44
500 - Service Call	226
600 - Good Intent Call	287
700 - False Alarm	64
900 - Special Incident	1
# of unique Incident Number	2,101

Sandy Incidents - Year to Date



Bank Reconciliation
November 2024

Local Government Investment Pool

	<i>Beginning Balance</i>	<i>\$716,621.09</i>
11/30/2024	Clackamas County Tax Distribution	\$4,306,678.23
11/30/2024	Interest	<u>\$8,511.08</u>
	<i>Ending Balance</i>	<i>\$5,031,810.40</i>

Checking Account

	<i>Beginning Balance</i>	<i>\$82,994.48</i>
Interest		<u>\$6.41</u>
	<i>Ending Balance</i>	<i>\$83,000.89</i>

Total Cash Balance 11/30/2024 \$5,114,811.29

Budget to Actuals
November 2024

General Fund

	Actual	Annual Budget
<u>Revenue</u>		
Current Year Property Tax	\$4,294,714	\$4,897,092
Prior Year Property Tax	\$28,385	\$65,000
Other Taxes	\$2,129	\$0
Investment Interest	\$38,336	\$115,000
	<u>\$4,363,565</u>	<u>\$5,077,092</u>
<u>Expense</u>		
Contract for Services	\$2,472,963	\$5,047,857
Professional Services	\$0	\$25,000
Transfers Out	\$0	\$230,000
	<u>\$2,472,963</u>	<u>\$5,302,857</u>

Capital Replacement Fund

	Actual	Annual Budget
<u>Revenue</u>		
Investment Interest	\$10,159	\$20,000
Transfers In	\$0	\$230,000
	<u>\$10,159</u>	<u>\$250,000</u>
<u>Expense</u>		
Capital Replacement	\$0	\$100,000
EMS & Fire Equipment	\$0	\$25,000
	<u>\$0</u>	<u>\$125,000</u>

CORRESPONDENCE

- C - 1 Social Media – November 2024
- C - 2 Christ the King Parish School Station tour
- C - 3 Thank you for attending City of Gladstone's Goblin Gathering, E322 crew and Community Services Captain Shanklin
- C - 4 HR305 A Shift attended (not E306) Veteran's Day Pinning Ceremony at Miramonte Point
- C - 5 Dragonfly Ranch preschool tour at Station 8

CORRESPONDENCE

C-1 Social Media Comments

Thankful to the crews who responded to a vehicle vs. semi-truck in Oak Grove, Nov. 4:

We are so thankful for each and every one of you and your life saving work in our community!

Thank you 🙏 to the firefighters and paramedics who rescued these people from this horrible accident. One is my friend of mine who is in critical condition. Prayers are needed for these people.

🕒 25 minutes 🙌. That's impressive and the definition of professional right there. I hope there were lessons learned by every single person on scene that will make them a better human and a better responder. Every call we go on offers us something to learn if pay attention. Kudos FD1

Thankful to Clackamas Fire for the Operation Santa program, Nov. 6:

Yayyy!! So looking forward to the parades!!! 🎉🎉🎉

Great tradition with the community!

Thankful to the crews for the vehicle fire drill at the Clackamas Town Center, Nov. 20:

Clinkscapes Portable Toilets, LLC · Following
Thank you for keeping us safe!

Thankful for Chief Browne and his leadership of Clackamas Fire, Nov. 21:

Chief **Nick Browne** is a firefighters fire chief. Literally, just before he promoted to fire chief he was instructing vertical ventilation operations with a cadre at the Firemanship Conference. He understands the assignment.

Thankful for Clackamas Fire for recruiting firefighters to keep our community safe, Nov. 21:

It's always a pleasure to see Clackamas Fire leading the way in community! 🙌

Thankful to Clackamas Fire for the live fire training in Oregon City, Nov. 23:

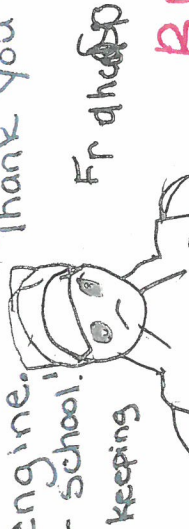
Very cool. We drove by and saw.

Excellent training for every Firefighter

Thankful to Clackamas Fire and Pub. Ed. Specialist Owen for the senior safety presentation, Nov. 24:

Thank you for giving us some very important information! Looking forward to have you at an **Age Wise PDX** event in the future!

Dear Station 1,
 Thank you for letting us come
 visit and teaching us all about
 fire Safety. We loved seeing the station
 and cool fire engine.
 Topping by our school!
 Thank you for keeping
 us safe.



of your friends
 at CTC Kindergarten
 Sophie

Ben

Frank

Kaila Elliott

Cole
 ZY

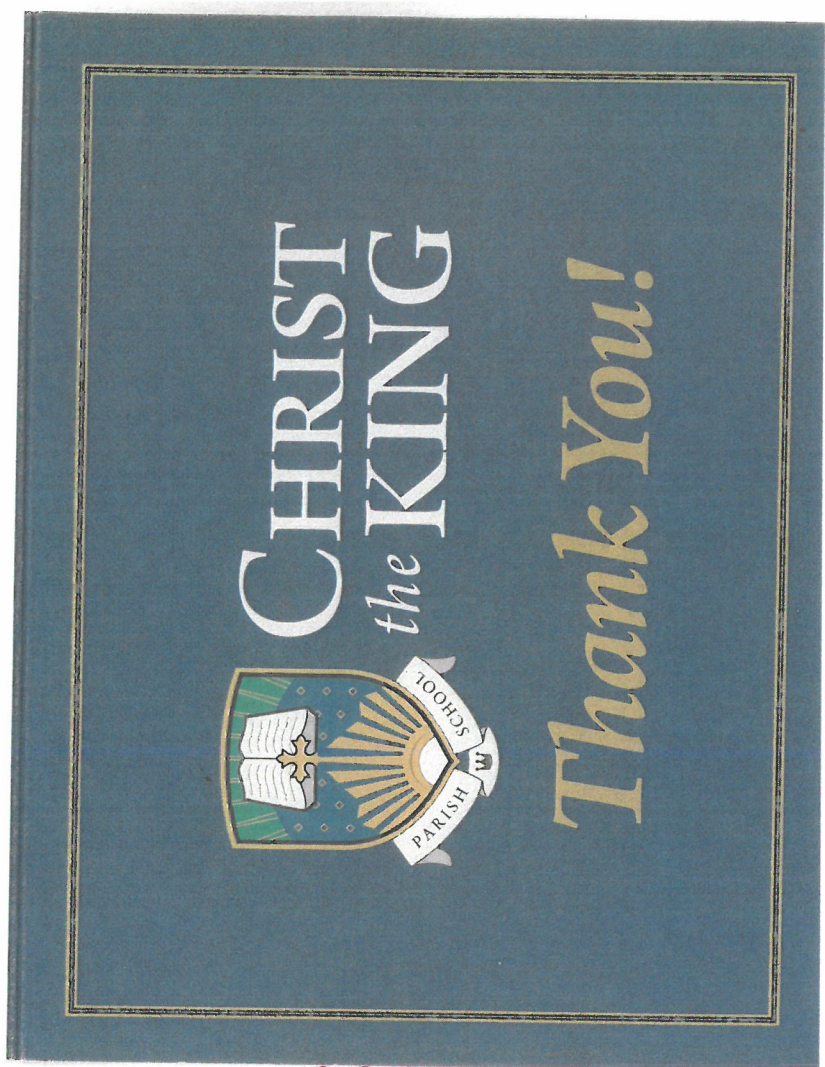
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 Christ the King Parish School
 7414 SE Michael Drive
 Milwaukie, OR 97222



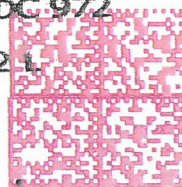


City of Gladstone

18505 Portland Avenue

Gladstone, OR 97027

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JS POSTAGE

THANK YOU for
being a part of the
2024 Gladstone's
Goblin Gathering.

We are so **GLAD** to
have you as part
of our Community!

Clackamas Fire Dept.
11300 SE Fuller Rd.
Milwaukie, OR 97222



GLADSTONE
Oregon

Dear E306 "A" Shift ~

Thank you for
participating in our
Veterans Day Pinning Ceremony
at Miramonte Point earlier
this month. Your presence
was so appreciated!
Thank you for all you
do for our community!
~ Your friends at
Orentiva Hospice



Thank

you!





J U L I A
 Zeke LAYNA
 L E T T I E
 A T H A E R A
 A V A
 M A I Z I E
 Calvin
 Grayson
 Ellie
 ELLAH
 KENNEDI
 O D I N
 Love,
 Dragonfly Ranch
 Preschool!

INFORMATIONAL ITEMS

- I – 1 KATU NEWS, November 12, 2024 “Highway closed for hours following fatal single-car accident in Oregon” <https://www.katu.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon>
- I – 2 KMTR NEWS, November 12, 2024 “Highway closed for hours following fatal single-car accident in Oregon” <https://nbc16.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon>
- I – 3 KVAL NEWS, November 12, 2024 “Highway closed for hours following fatal single-car accident in Oregon” <https://kval.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon>