



Sandy Fire District #72

Board Meeting Briefing Packet

January 15, 2025

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SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting

JANUARY 15, 2025

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 DECEMBER 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. **PRESENTATION – OPERATION SANTS – Assistant Chief Steve Deters**
- VII. **BUSINESS – Action required**

B-1
- 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 – 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. 9)

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, February 19, 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).

X. ADJOURNMENT



SANDY FIRE DISTRICT

Here for you



BOARD OF DIRECTORS MEETING MINUTES DECEMBER 18, 2024

ATTENDANCE

Board of Directors: Board Chair Sue Hein, Vice Chair Mark Maunder (absent), Sec/Treasurer Ryan Fox, Director Andrew Brian (attended via phone 5:25pm – 5:56pm), 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 5:01 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

No changes to the agenda.

Timestamp: 01:06 – 01:11

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

Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on December 18, 2024. Director Lesowski made a motion, and Director Fox seconded the motion. The motion passed 3/0. (Director Brian was not in attendance during this motion.)

Timestamp: 01:11– 01:35

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

No Comments.

Timestamp: 01:35 – 01:40

VI. PRESENTATION – ANNUAL AUDIT – Kori Sarrett – Accuity

Kori Sarrett of Accuity was unable to attend. A brief update was given by CFO Mark Whitaker.

Timestamp: 01:40 – 02:58

VII. PRESENTATION – COASTLINE PR PROPOSAL – Chris Edmonds

Chief Browne welcomed Chris and Lyndsey from Coastline, and introductions were made. A discussion followed on the proposed merger between Sandy Fire and Clackamas Fire. A consensus to move forward was taken, and decided to move forward with Coastline as the PR.

Timestamp: 02:58 – 40:01

VIII. BUSINESS – Action required

B-1 – No Business

Timestamp: 40:01– 40:06

IX. OTHER BUSINESS – No action required

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

Chief Browne mentioned that Director Lesowski attended the Clackamas Fire Board Meeting in December.

Timestamp: 40:06 – 41:00

OB-2 Board Informational Updates/Comments

No updates.

Timestamp: 41:00 - 41:00

X. 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: 41:00 – 43:26

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

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

Timestamp: 43:26 – 47:27

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

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

Timestamp: 47:27 – 48:41

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

No report. A union representative was not present at the meeting.

Timestamp: 48:41 – 48:41

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

VP Johanesen shared an update from the Volunteer Association.

Timestamp: 48:41 – 54:18

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 54:18 – 54:31

OPEN AGENDA

Timestamp: 54:31 – 54:31

C. 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

The regular meeting recessed at 5:55 p.m.

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

An executive meeting was called to order at 6:01 p.m.

XIII. REGULAR MEETING RECONVENED

The regular meeting reconvened at 6:27 p.m.

XIV. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:27 p.m.

Board Chair Hein asked for a motion to adjourn the meeting. Director Fox made a motion and Director Lesowski seconded the motion. The motion passed 3/0. (Director Brian was not in attendance during this motion.)

Timestamp: 54:31 – 55:43

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

DECEMBER 2025



15 Recruit Firefighters get sworn in



BC Guttman inherits a tradition

Highlights

- The graduation of Academy 24-02 was December 19 with 15 New Recruit Firefighters. The swearing in was held at the Abernethy Center and included several promotional employees and new hires also being sworn in.
- Newly promoted BC Guttman inherits the tradition of delivering hams to his battalions on the holidays.
- Five drop off locations and parades concluded the 2024 Operation Santa festivities in December. This annual event celebrated its 50th year.



50th Annual Operation Santa Event

Notable Events/Calls

12/01/24 Apartment Fire

Initially dispatched as a residential fire, later information from CCOM reported it was an apartment complex. BC303 upgraded it to a commercial fire. The fire was confined to one room in the basement and was under control fairly quickly. M316 quickly reached the victim, who had made their way out of the building, and the person was transported via AMR within 5 minutes.

12/11/24 Commercial Fire on Jennifer Street

Crews battled a warehouse fire where pallets of old vehicle batteries caught on fire. Flames on the edge of the pallets were quickly extinguished, but the fire in the middle continued to burn and was difficult to access. With the help of a skid steer and excavator, pallets were pulled away and crews were able to fully extinguish the fire. One of the challenges of this fire was after it was contained and dealing with the acidity of the post extinguishment water. Crews focused early on the containment of the run-off and keeping it from entering the stormwater system. Clean Harbors was brought in by the building owner post fire to help with mitigation of the acidic water.

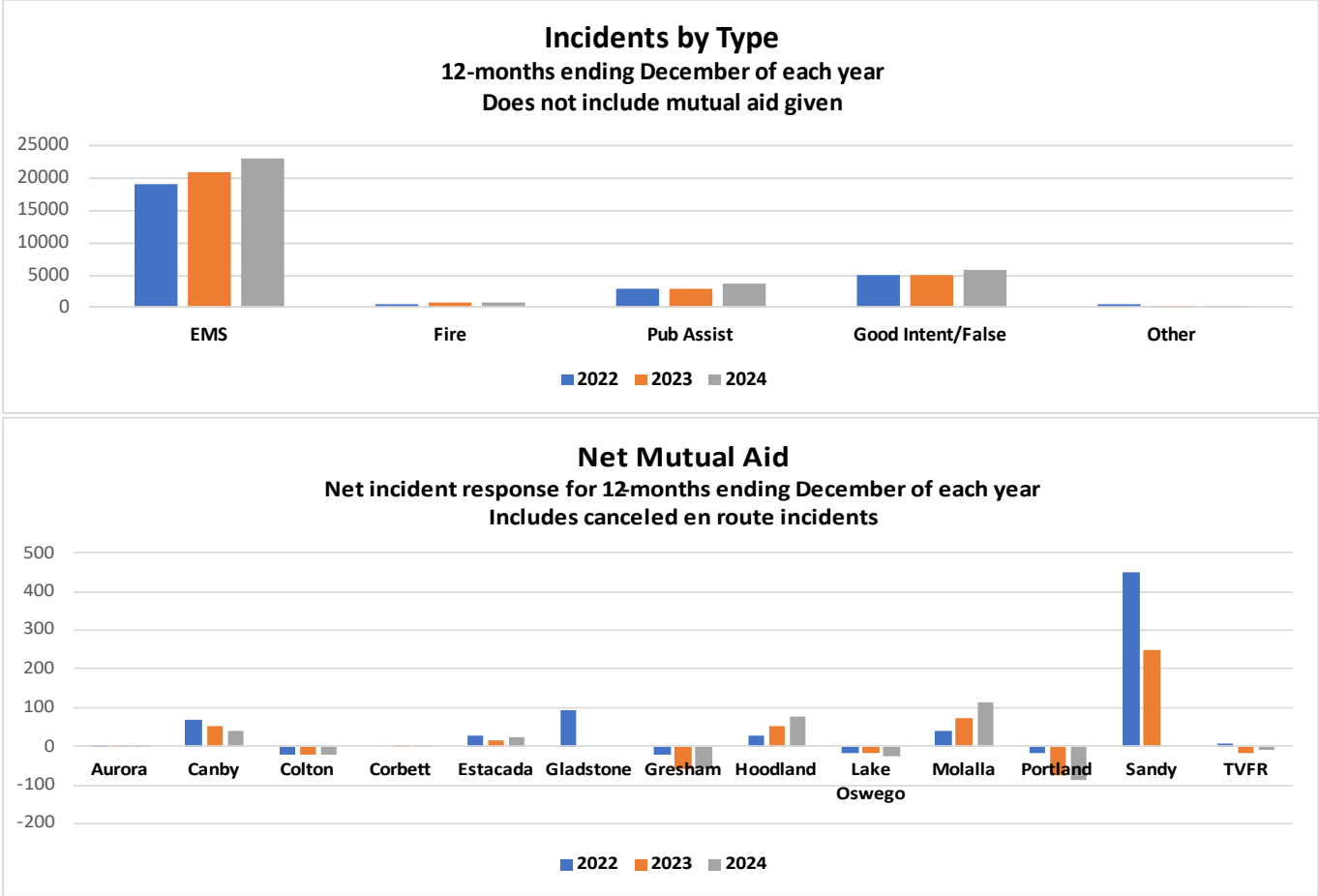
12/27/24 Residential Fire on Oak Grove Blvd

Crews engaged a residential fire coupled with heavy rain, increased winds, and hoarding conditions. The residence was on a flag lot which limited access. Fire was under control in 12 minutes. The single resident had already self-extricated with no injuries.

FIRE CHIEF'S REPORT

DECEMBER 2025

Organizational Data



Average Company Time Committed					
Time: 298 hours and 55 minutes			Percent of Month: 43.39%		
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training					
Volunteers	Training/ Drills	Events	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
40	0	10	25/30	6/31	3/31

Current Staffing					
	Local 1159	Non Rep.	Total	Ratio: Between 3-7 Optimum 5 1 Support Staff to 5.17 Employees	% of Workforce
Support Services	18	51	69		19% of total personnel
Line Positions	282	0	282		
Community Medic+ Crew 30	4	2	6		81% of total personnel
Total Employees			357		
	Current #	%Workforce			
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

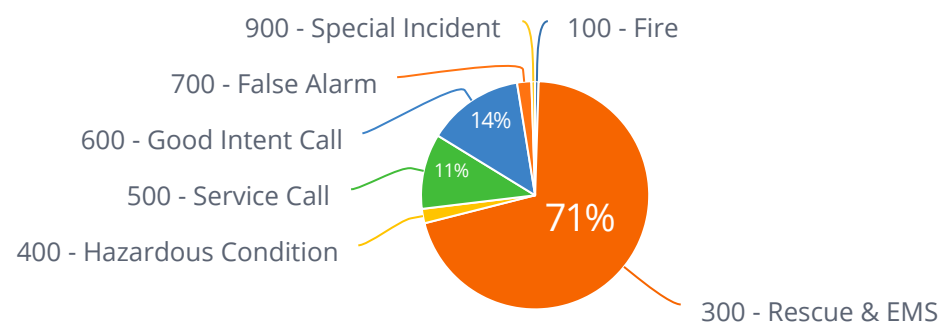
Sandy Incidents - December 2024

Incident Type Group	# of unique Incident Number
100 - Fire	1
300 - Rescue & EMS	139
400 - Hazardous Condition	4
500 - Service Call	21
600 - Good Intent Call	27
700 - False Alarm	4
900 - Special Incident	1
# of unique Incident Number	197

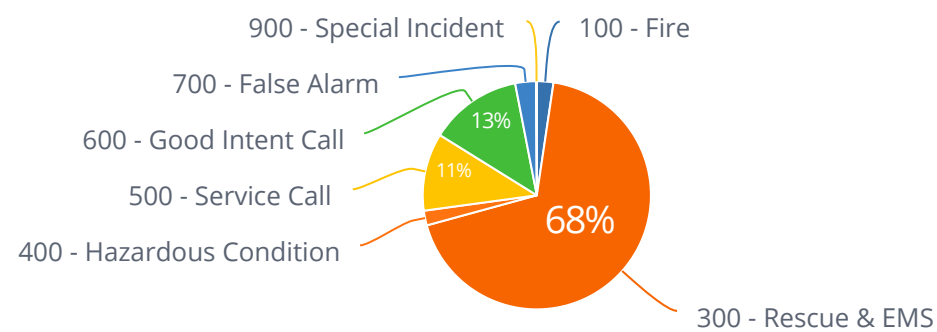
Sandy incidents - Year to Date

Incident Type Group	# of unique Incident Number
100 - Fire	54
300 - Rescue & EMS	1,572
400 - Hazardous Condition	48
500 - Service Call	253
600 - Good Intent Call	301
700 - False Alarm	68
900 - Special Incident	2
# of unique Incident Number	2,298

Sandy Incidents - December 2024



Sandy Incidents - Year to Date



Bank Reconciliation
December 2024

Local Government Investment Pool

	<i>Beginning Balance</i>	<i>\$5,031,810.40</i>
12/6/2024	Clackamas County Tax Distribution	\$208,264.97
12/31/2024	Interest	<u>\$21,386.72</u>
	<i>Ending Balance</i>	<i>\$5,261,462.09</i>

Checking Account

	<i>Beginning Balance</i>	<i>\$83,000.89</i>
Interest		<u>\$7.09</u>
	<i>Ending Balance</i>	<i>\$83,007.98</i>

Total Cash Balance 12/31/2024 \$5,344,470.07

Budget to Actuals
December 2024

General Fund

	Actual	Annual Budget
<u>Revenue</u>		
Current Year Property Tax	\$4,502,107	\$4,897,092
Prior Year Property Tax	\$29,144	\$65,000
Other Taxes	\$2,243	\$0
Investment Interest	\$57,869	\$115,000
	<u>\$4,591,363</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	\$12,020	\$20,000
Transfers In	\$0	\$230,000
	<u>\$12,020</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>

**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.
12/12/2024	9532
Customer Number	
1167	
Invoice Total Due	
\$1,236,481.50	

1167
SANDY RFPD
PO Box 518
Sandy, OR 97055

Please remit payment by the 15th of the month.

Invoice Date: 12/12/2024

Customer Number: 1167

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
CONTRACT REVENUE	1	\$1,236,481.50	EACH	\$1,236,481.50	\$0.00	\$0.00	\$1,236,481.50
Q3 FY25 Full Contract for Service							
Please put Invoice Number on your check. Make Checks Payable to: Clackamas Fire District #1				Invoice Total:		\$1,236,481.50	

ORIGINAL

COPY

CORRESPONDENCE

C-1 Social Media Comments

Thankful to Clackamas Fire for the Operation Santa program and the parades, Dec. posts:

 Top fan

Thank you so much for hosting this event. We had a great time once again watching you drive by. We have turned your Clackamas night into a night with friends and families. We know one day our kiddos won't want to run out as teenagers but we adults sure will for years to come! Thanks again!!

This is a holiday tradition we look forward to every year! We are now on our fourth generation enjoying this special night. Thank you for all you do everyday, but also for this wonderful parade! 🍁 🚒 ❤️

Sandy's grinch · Following

Enjoy your parades, you overly festive folks! And try not to sing too loud—I'm allergic.



Thanks, crew, it was great to see you again this year. Thanks for all you do!

Thanks for all your hard work Chief Whitely!


Thank you to all the staff and volunteers for braving the weather to greet the community members donating food and toys! We appreciate you!

Thankful to the crews who responded to a commercial fire in Oregon City, Dec. 1:

Got to see the firefighters in action from my work. They got everyone evacuated and the fire put out very quickly.

Thanks for the update and your service to the community

Thankful to the crews who responded to the commercial fire on Jennifer St., Dec. 11:

 · Dec 11, 2024 ...
Great job ladies and gentlemen who responded to this fire. Everyone did a outstanding job

Thankful for Clackamas Fire and the levy for the graduation of 15 firefighters from the academy, Dec. 19:

God bless each and every one of you! Thank you for your dedication!

congratulations to all of you! I know you're all going to be awesome!

Thankful for the crews who responded to a vehicle accident in Barton, near Bakers Ferry Rd., Dec. 27:

Praying for the crews and all involved 🙏

INFORMATIONAL ITEMS

- I – 1 OREGONIAN December 1, 2024, “Firefighters respond to Oregon City basement explosion that injured one”
<https://www.oregonlive.com/portland/2024/12/firefighters-respond-to-oregon-city-basement-explosion-that-injured-one.html>
- I - 2 KOIN NEWS December 1, 2024, “Oregon City house fire caused by explosion leaves one hospitalized” <https://www.koin.com/local/clackamas-county/oregon-city-house-fire-caused-by-explosion-leaves-one-hospitalized/>
- I – 3 KATU NEWS December 1, 2024, “Explosion injures one at Oregon City residence; investigation underway” <https://katu.com/news/local/explosion-injures-one-at-oregon-city-residence-investigation-underway-7th-street-monroe-jefferson>
- I – 4 FOX NEWS December 1, 2024, “Man injured in explosion at historic Oregon City house” <https://www.kptv.com/2024/12/01/man-injured-explosion-historic-oregon-city-house/>
- I – 5 KOIN NEWS December 10, 2024, “Situation ‘resolved’ at Camp Withycombe in ClackCo” <https://www.koin.com/local/clackamas-county/police-activity-camp-withycombe-happy-valley/>
- I – 6 MILW REVIEW December 10, 2024, “Featured Spotlight Update: Armed guardsman surrenders, Camp Withycombe barricade situation resolved with no injuries” https://www.milwaukiereview.com/news/update-camp-withycombe-barricade-situation-resolved-with-no-injuries/article_57f7d406-b73c-11ef-be8c-9bece171c225.html
- I – 7 FOX NEWS December 11, 2024, “Fire Caused by Old Car Batteries”
<https://www.kptv.com/2024/12/11/crews-battle-two-alarm-fire-warehouse-clackamas/>
- I – 8 KGW NEWS December 11, 2024, “Car battery fire breaks out inside warehouse in Clackamas” <https://www.kgw.com/article/news/local/warehouse-fire-batteries-clackamas/283-5e4ee90d-313b-42a4-8563-8e1bb7531495>
- I – 9 Flash Alert, December 11, 2024 “Clackamas Fire Prepares to Wrap up 50th Anniversary Parades and Collection Events!” (Photo)

Subject: Clackamas Fire prepares to wrap up 50th Anniversary parades and collection events!! (Photo)
Date: Wednesday, December 11, 2024 6:58:32 PM
Attachments: [thumb_Clackamas Fire District_transparent-black_UPDATED.png](#)
Importance: High

CLACKAMAS FIRE PREPARES TO WRAP UP 50TH ANNIVERSARY PARADES AND COLLECTION EVENTS!! (PHOTO)



News Release from **Clackamas Fire District**
Posted on FlashAlert: December 11th, 2024 6:57 PM

Downloadable file: [Ops Santa](#)

As the holiday season is in full swing, Clackamas Fire is excited to reach out to our community with two more neighborhood parades and three more donation drop-off events.

Over the years Operation Santa events have successfully provided toys and non-perishable food for members within our communities. The donations are disbursed locally, and the outpouring of generosity is not to be ignored. We are thankful to those who have given to Operation Santa. Your kindness and the joy being spread is immeasurable.

We would like to highlight a few more events that you can be a part of. There are two parades you can attend:

- December 12 in Milwaukie
- December 13 in Sandy

There are also three more donation drop-off events:

- December 14 at the Sandy Fire Station 71
- December 14 at the Boring Fire Station 14
- December 15 at the Milwaukie Farmer's Market parking lot

For more information and exact times and locations, please visit the link: [2024 Operation Santa Claus - Clackamas Fire District](#)

*Media is invited to attend any of the above-mentioned events. Please contact the Public Information Officer.

Contact Info:

Public Information Officer, Izak Hamilton, Pager: (503)294-3555, Email:
cfdpio@clackamasfire.com