



Sandy Fire District #72

Board Meeting Briefing Packet

May 21, 2025

Proudly Served by Clackamas Fire District





SANDY FIRE DISTRICT

Here for you



Board of Directors Meeting

MAY 21, 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 APRIL 16, 2025** (Packet Pg. 3)
- V. **APPROVAL OF JOINT BOARD WORK SESSION MINUTES ON APRIL 16, 2025** (Packet Pg. 6)
- VI. **PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
- VII. **BUSINESS – Action required**
 - B-1 **Request Board Appoint CFO Mark Whitaker as Budget Officer for Sandy Fire District for FY 2025-26 Budget Process** – Fire Chief Nick Browne (Packet Pg. 8)
 - B-2 **Request Board Approval of \$40,043 Reimbursement to Clackamas Fire for Consulting and Capital Outlay Expenses** – CFO Mark Whitaker (Packet Pg. 9)
- 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. 11)

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

R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 14)

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

R-1e Volunteer Association Report – Volunteer Brent Starr

B. CORRESPONDENCE and INFORMATIONAL ITEMS (Packet Pg. 16)

C. OPEN AGENDA

D. NEXT MEETING

The next Board of Directors meeting will be on Wednesday, June 25, 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

APRIL 16, 2025

ATTENDANCE

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

Others Present: Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Joe Johanesen, Brian Stewart, 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 5:10 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

Chief Browne made one change to the agenda.

A) Add under B-1, Business - Action Required: Consensus to Continue with Information Sharing of a Potential Annexation.

Timestamp: 00:18 – 02:02

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON MARCH 19, 2025

Board Chair Hein asked for a motion to approve the Minutes from the Regular Board Meeting on March 19, 2025. Director Lesowski made a motion, and Director Maunder seconded the motion. The motion passed 3/0.

Timestamp: 02:02 – 02:31

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

No Comments.

Timestamp: 02:31 – 02:55

VI. BUSINESS – Action required

B-1 Consensus to Continue with Information Sharing of a Potential Annexation – Chief Browne

Chief Browne asked the Board for a consensus to continue with information sharing of a potential annexation.

Timestamp: 02:55 – 04:15

VII. OTHER BUSINESS – No action required

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

No report.

Timestamp: 04:15 – 04:15

OB-2 Board Informational Updates/Comments

No updates.

Timestamp: 04:15 – 04:15

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: 04:15 – 08:21

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

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

Timestamp: 08:21 – 09:28

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

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

Timestamp: 09:28 – 13:24

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

No update.

Timestamp: 13:24 – 13:24

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

VP Joe Johanesen shared an update from the Volunteer Association.

Timestamp: 13:24 – 16:23

B. CORRESPONDENCE and INFORMATIONAL ITEMS

As noted.

Timestamp: 16:23 – 16:23

B. OPEN AGENDA

No report.

Timestamp: 16:23 – 17:34

C. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, May 21, 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).

IX. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 5:28 p.m.

Board Chair Hein asked for a motion to adjourn the meeting. Director Maunder made a motion and Director Lesowski seconded the motion. The motion passed 5/0.

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
CLACKAMAS FIRE DISTRICT**
Here for you



JOINT BOARD OF DIRECTORS WORK SESSION MINUTES
April 16, 2025

ATTENDANCE

Clackamas Board of Directors: President Chris Hawes, Vice President Jay Cross, Sec/Treasurer Thomas Joseph, Director Jim Syring, and Director Marilyn Wall

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

Others present: Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Brian Stewart, Mark Whitaker

Guests present: Chris Edmonds of Coastline Public Affairs, Lindsay Hedren of Coastline Public Affairs, John Horvick of DHM Research

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 3:00 p.m.

II. CHANGES TO AGENDA

No changes to the agenda.

Timestamp: 00:40 – 00:45

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

Board Chair Sue Hein reserved public comments or questions until after the presentation.

Timestamp: 00:45 – 00:51

IV. INTRODUCTION – Fire Chief Nick Browne

AC Deters introduced Chris Edmonds and Lindsay Hedren of Coastline Public Affairs.

Timestamp: 00:51 – 00:59

V. BUSINESS ITEMS

B-1 Coastline PR Update – Chris Edmonds

Chris Edmonds of Coastline gave a brief introduction on the proposed annexation between Clackamas Fire District and Sandy Fire District.

Timestamp: 00:59 – 05:42

B-2 DHM Community Polling Results – John Horvick

John Horvick of DHM Research provided an overview of the March 2025 survey results related to the proposed annexation between Clackamas Fire District and Sandy Fire District.

Timestamp: 05:42 - 1:14:54

B-3 FAQ Review – Coastline PR

Chris Edmonds of Coastline Public Affairs gave an overview of the frequently asked questions pertaining to the annexation.

Timestamp: 1:14:54 – 01:48:45

B-4 Open House Schedule – AC Steve Deters

The open house schedule was referred to during the FAQ presentation.

VI ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

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

President Chris Hawes

Board Chair Sue Hein



CLACKAMAS FIRE DISTRICT

Here for you

Memo

To	Board of Directors
From	Fire Chief Nick Browne
Date	May 21, 2025
Subject	Appoint Sandy Fire District Budget Officer

Action Requested

We request the Board of Directors appoint Chief Financial Officer Mark Whitaker as the Budget Officer for Sandy Fire District for the FY 2025-26 budget process.

Background

The Board of Directors is required by ORS 294.331 to designate one person to serve as budget officer. CFO Whitaker has the appropriate experience and knowledge to serve as the budget officer for Sandy Fire.

Staff Recommendation

Staff recommends that the Board of Directors appoint Mark Whitaker as the Budget Officer for Sandy Fire District.



CLACKAMAS FIRE DISTRICT

Here for you

Memo

To Board of Directors
From Chief Financial Officer Mark Whitaker on behalf of Fire Chief Nick Browne
Date May 21, 2025
Subject Reimbursement of 2024-25 Expenses

Action Requested

We request the Board of Directors approve payment of \$40,043 to Clackamas Fire as reimbursement for consulting and capital outlay expenses paid by Clackamas Fire in FY 2024-25 on Sandy Fire District's behalf.

Background

The majority of Sandy Fire's expenses in its FY 2024-25 budget are for its contract for service with Clackamas Fire. However, Sandy Fire also budgeted for a few additional expenses: \$25,000 in professional fees to contract with a public relations consultant and \$25,000 in capital replacement for tap out installation at Station 74 and exercise equipment at Station 74.

Sandy Fire ultimately chose Coastline as the vendor for public relations, and Clackamas Fire has been paying those invoices on Sandy's behalf at \$2900 per month. By year end, the expected expense is \$20,300.

Clackamas Fire also completed the work at Station 74, totaling \$3,550 for the tap out installation and \$9,493 for the exercise equipment. In addition to those expenses, Clackamas Fire has completed two other capital purchases for Sandy Fire this fiscal year: replacing the motors on one of the bay doors at Station 71 (\$5,000; the original motors were not equipped for the frequency at which the doors are used with R371) and bringing Station 74's natural gas line up to code compliance (\$1,700).

Budget Implications

The proposed reimbursements are within Sandy Fire's budgeted amounts for FY 2024-25:

	Budget	Expense
Professional Fees	\$25,000	\$20,300
Capital Outlay	\$25,000	\$19,743
Total	\$50,000	\$40,043

Staff Recommendation

Staff recommends that the Board of Directors approve reimbursement to Clackamas Fire in the amount of \$40,043.

**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.
05/13/2025	9982
Customer Number	
1167	
Invoice Total Due	
\$40,043.00	

1167
SANDY RFPD
PO Box 518
Sandy, OR 97055

Please remit payment by the 15th of the month.

Invoice Date: 05/13/2025

Customer Number: 1167

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
MISC. REVENUE	1	\$40,043.00	EACH	\$40,043.00	\$0.00	\$0.00	\$40,043.00
Reimbursement for Expenses							
Please put Invoice Number on your check. Make Checks Payable to: Clackamas Fire District #1				Invoice Total:		\$40,043.00	

ORIGINAL

COPY

FIRE CHIEF'S REPORT

APRIL 2025



Sandy Fire Main Station



Skylar Received Citizen Life Saving Award



Duckling Rescue

Highlights

- Skylar Delaunay, a 7th grader at Gardner Middle School in Oregon City, was presented with a *Citizen Life Saving Award* for saving his older brother's life.
- Clackamas Fire attended the Sandy Area Chamber of Commerce *The Bite* and presented an overview of emergency response efforts in Sandy.
- The Beaver Creek Station will be accepting yard debris free of charge on May 10 and June 8. This event is offered to homeowners in the District to help reduce risk around their homes from wildfires.
- Clackamas Fire is conducting wildland urban interface exercises with Clackamas County. These tabletop exercises are centered around a simulated emerging fire and are designed to provide realistic experience to incident commanders, the County Emergency Operations Center, and the Public Information Officers from cooperating agencies.
- With levy funds, a 24/7 staffed fire station, located in rural Oregon City's Logan area, is scheduled to open July 1, 2025.
- Annexation talks with Gladstone City Council and Sandy Fire District's Board of Directors continue for a possible annexation with both cities. If approved, voters will be able to cast their ballots in November 2025. Open houses have been scheduled for the public to ask questions about the annexations.

May 3 Open House - Sandy Main Fire Station

May 10 Open House - Gladstone Fire Station

May 17 Open House - Gladstone Community Center

June 7 Open House - Sandy Dover Fire Station

Notable Events/Calls

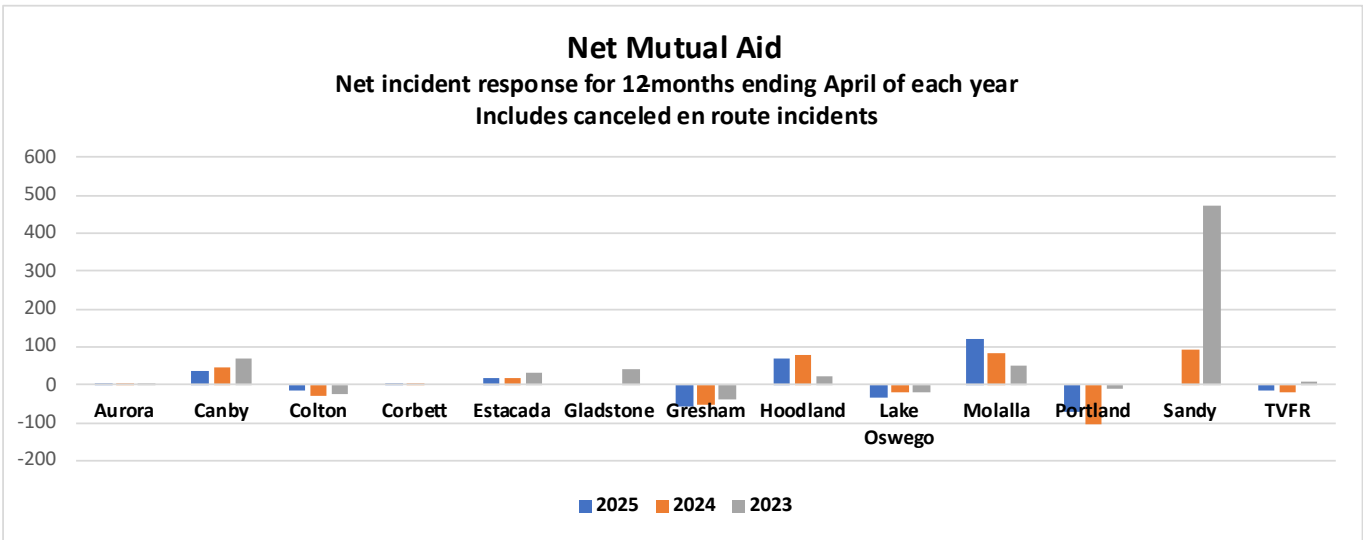
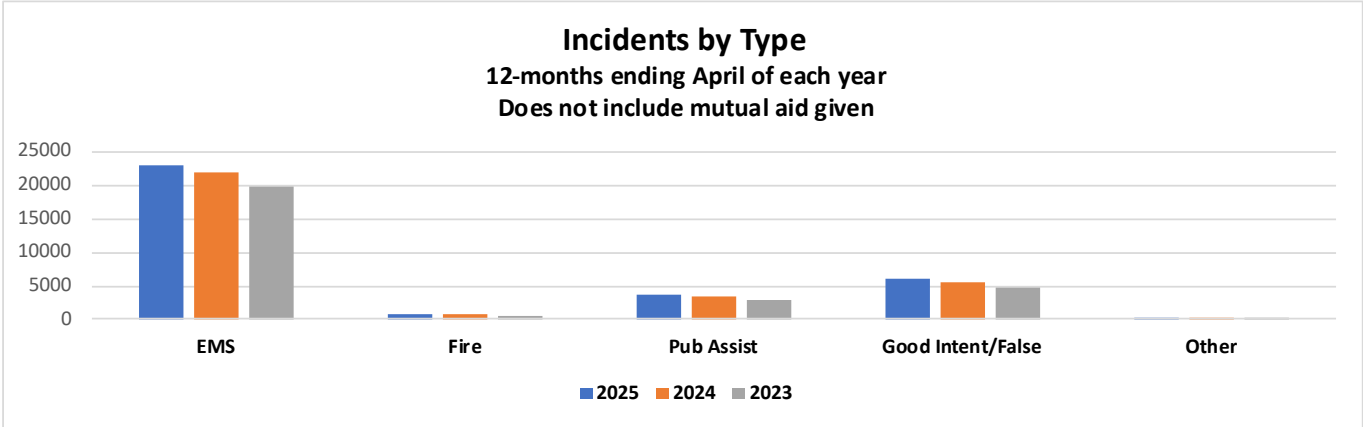
April 12 – Technical Rescue at Willamette Falls

Reports were received at approximately 11 p.m. that a person in a kayak had gone over the Willamette Falls. This incident involved collaboration with numerous agencies, including Clackamas County Sheriff's Office, Oregon City PD, West Linn PD, Canby Fire, Lake Oswego Fire, Tualatin Valley Fire & Rescue, Portland Air Ops, and the US Coast Guard, and was widely covered by the media. Access was a challenge, and drones were utilized in the search. After an extended search, the victim was not located and presumed drowned. The body was later located and recovered on May 4, just North of Meldrum Bar Park.

FIRE CHIEF'S REPORT

APRIL 2025

Organizational Data



Average Company Time Committed	
Time: 242 hours and 55 minutes	Percent of Month: 36.33%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

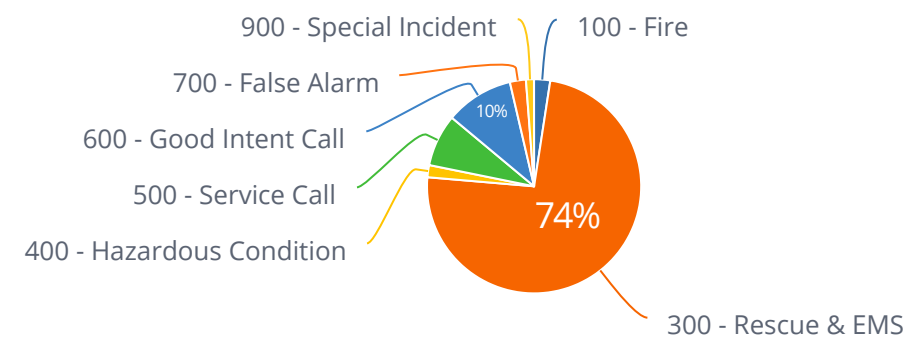
Volunteers	Training/ Drills	Events	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
38	7	1	28/30	7/30	2/30

Station 71, 73, 74 - Incident Overview

Sandy Incidents - April 2025

Incident Type Group	# of Incidents
100 - Fire	4
300 - Rescue & EMS	122
400 - Hazardous Condition	3
500 - Service Call	13
600 - Good Intent Call	17
700 - False Alarm	4
900 - Special Incident	2
# of Incidents	165

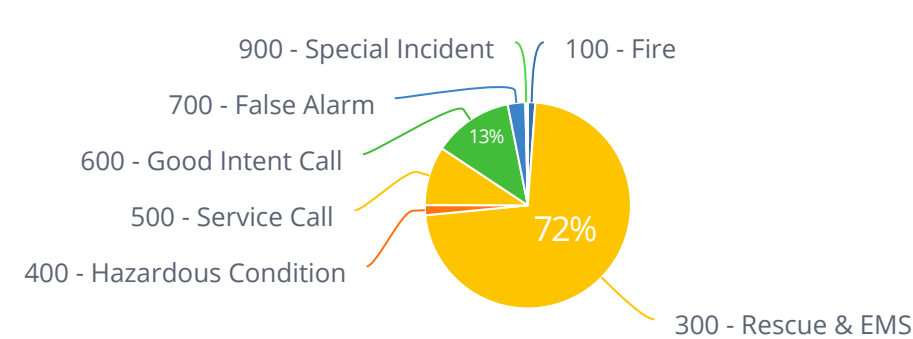
Sandy Incidents - April 2025



Sandy Incidents - Year to Date

Incident Type Group	# of Incidents
100 - Fire	9
200 - Overpressure Rupture, Explosion, Overheat	1
300 - Rescue & EMS	553
400 - Hazardous Condition	12
500 - Service Call	71
600 - Good Intent Call	96
700 - False Alarm	21
900 - Special Incident	2
# of Incidents	765

Sandy Incidents - Year to Date



Bank Reconciliation
April 2025

Local Government Investment Pool

	<i>Beginning Balance</i>	<i>\$4,322,629.70</i>
4/4/2025	Clackamas County Tax Distribution	<i>\$24,043.58</i>
4/15/2025	Contract for Service Q4 Payment	<i>-\$1,236,481.50</i>
4/30/2025	Interest	<i>\$14,399.11</i>
	<i>Ending Balance</i>	<i>\$3,124,590.89</i>

Checking Account

	<i>Beginning Balance</i>	<i>\$83,777.93</i>
Interest		<i>\$6.59</i>
	<i>Ending Balance</i>	<i>\$83,784.52</i>

Total Cash Balance 04/30/2025 \$3,208,375.41

Budget to Actuals
April 2025

General Fund

	Actual	Annual Budget
<u>Revenue</u>		
Current Year Property Tax	\$4,755,177	\$4,897,092
Prior Year Property Tax	\$40,707	\$65,000
Other Taxes	\$7,990	\$0
Other Revenue	\$750	\$0
Investment Interest	\$112,084	\$115,000
	<u>\$4,916,707</u>	<u>\$5,077,092</u>
<u>Expense</u>		
Contract for Services	\$4,945,926	\$5,047,857
Professional Services	\$0	\$25,000
Transfers Out	\$230,000	\$230,000
	<u>\$5,175,926</u>	<u>\$5,302,857</u>

Capital Replacement Fund

	Actual	Annual Budget
<u>Revenue</u>		
Investment Interest	\$23,544	\$20,000
Transfers In	\$230,000	\$230,000
	<u>\$253,544</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 Compilation of social media

- C - 2 Thank you response provided on a call
 Personnel on the call: **E322 Murray, Doornink, Leake**

CORRESPONDENCE

C-1 Social Media Comments

Thankful to the crews who responded to a residential fire in Eagle Creek, April 3:


Thank you everyone for ur kind words and all of the firefighter who fought to try and save my home this will be a rough road ahead but nothing we cant handle thank you all for being kind and understanding

Thanks to the firefighters! Amazing work!

Thankful to EMS Officer Smallwood for her first aid instruction to a girl scout troop in Sandy, April 7:

Great job! Show these girls we can make a difference!

Thankful to Clackamas Fire for their support in attending the kindergarten registration event, April 17:


**North Clackamas Schools** is at **Clackamas Town Center.**
April 17 at 8:33 AM · Happy Valley, OR · 🌐

Say hello to the future graduating class of 2038! 🎉🚌


Future kindergartners and their families had a blast at yesterday's kindergarten registration event! They got to hop on a school bus, play fun games, and head home with some awesome goodies—while the grown-ups handled registration and got their questions answered.

Special thanks to [Clackamas Fire](#) for showing off one of their fancy fire engines...and the fire hats too!

Thankful to the E306 crew for saving the day and rescuing 10 ducklings from a storm drain, April 21:

**christine_pitawanich and kgwnews**
Original audio

...

**christine_pitawanich** In your Piece of Positivity this Friday, we're highlighting some of our local heroes 🙌 Meet the first responders who were on duck duty this week and saved the day! 🦊👏🌟

Awww! Thank you Fire fighters for saving these cute little babies!!

Good job.

Thankful to the crews who responded to a residential fire in Gladstone, April 21:

I heard about this Gladstone fire on Pulse Point. I was amazed at how quickly they indicated that the fire was under control.

When it counts, you guys are always there for this community. Much appreciation.

From: Jotform <noreply@formresponse.com>
Sent: Saturday, April 5, 2025 4:42 PM
To: [REDACTED] Tracey [REDACTED] >; [REDACTED] Izak
[REDACTED] >
Subject: New submission: Compliments or Concerns

Name	Susan [REDACTED]
Phone Number	[REDACTED]
Email	[REDACTED]
Address	Street Address: [REDACTED] Street Address Line 2: [REDACTED] City: Tualatin State / Province: OR Postal / Zip Code: Tualatin 97062
Do wish you to share a compliment or concern?	Compliment
Date of Occurrence	04-05-2025
Location of Occurrence	[REDACTED] Risley Ave. Gladstone, OR
We're happy to receive your compliment! Tell us about it	I just want to say thank you so much for getting to my brother, so darn fast as he was having issues breathing because he's on oxygen and a circuit breaker popped and his machine wasn't working. You got to him so fast and I know that he's very grateful and can relax because of it. I just think the world of you, thank you!

INFORMATIONAL ITEMS

- I – 1 KATU NEWS, April 6, 2025 “Motorcycle crash in Clackamas County leaves one dead, another critically injured” <https://katu.com/news/local/motorcycle-crash-in-clackamas-county-leaves-one-dead-another-critically-injured>
- I – 2 OREGONIAN, April 13, 2025 “Willamette Falls searchers find kayak but not missing man” <https://www.oregonlive.com/clackamascounty/2025/04/willamette-falls-searchers-find-kayak-but-not-missing-man.html>
- I – 3 KATU NEWS, April 13, 2025 “Kayak recovered, kayaker remains missing as search over Willamette River continues” <https://katu.com/news/local/kayaker-missing-after-going-over-willamette-falls-in-oregon-city>
- I – 4 KGW NEWS, April 14, 2025 “Search expands after missing 20-year-old kayaker falls over Willamette Falls in Oregon City” <https://www.kgw.com/article/news/local/missing-kayaker-willamette-falls-oregon-city/283-e6405fa8-8dfc-4235-b4f6-8193b4f3e8e0>
- I – 5 WEST LINN TIDINGS, Updated May 4, 2025 “Search continues for missing kayaker who plunged over Willamette Falls after crews locate kayak” https://www.westlinntidings.com/news/search-continues-for-missing-kayaker-who-plunged-over-willamette-falls-after-crews-locate-kayak/article_2ec92e13-9c07-497d-b41b-27d967474085.html
- I – 6 FOX NEWS April 22, 2025 “2 hospitalized after crash on Hwy 213 in Oregon City” <https://www.kptv.com/2025/04/22/2-hospitalized-after-crash-hwy-213-oregon-city/>
- I – 7 CCSO, April 22, 2025 “Sheriff's Office honors heroism, achievements of 2024 at Awards Ceremony” <https://www.clackamas.us/sheriff/2025-04-24-2024-CCSO-Awards>
- I – 8 KGW NEWS April 29, 2025 “‘He means everything to me’: Oregon City 7th grader saves his older brother's life” <https://www.kgw.com/article/news/local/oregon-city-teen-honored-saving-older-brothers-life/283-a0a47c22-b04b-41b9-863f-c88efed3c80d>
- I – 9 FOX NEWS, April 29, 2025 “Oregon City middle school student honored for saving his brother's life” <https://www.kptv.com/2025/04/30/oregon-city-middle-school-student-honored-saving-his-brothers-life/>
- I – 10 OCSD, April 29, 2025 “Skylar Delaunay Presented with Citizen Life Saving Award from Clackamas Fire District” <https://www.ocsd62.org/district-news/skylar-delaunay-presented-with-citizen-life-saving-award-from-clackamas-fire-district>