



**Sandy Fire District #72**

# **Board Meeting Briefing Packet**

**November 19, 2025**

*Proudly Served by Clackamas Fire District*





# SANDY FIRE DISTRICT

*Here for you*



## Board of Directors Meeting

**NOVEMBER 19, 2025**

**Meeting Location: Station 71 Annex/Remote Video Conferencing**

**5:00 pm**

### AGENDA

#### REGULAR SESSION

1. **CALL TO ORDER PER ORS 192.610 TO 192.690**  
ORS 192.650 – The meeting is being recorded.
2. **PLEDGE OF ALLEGIANCE**
3. **CHANGES TO AGENDA**
4. **PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
5. **APPROVAL OF MINUTES:** Regular Board Meeting on September 17, 2025
6. **APPROVAL OF MINUTES:** Regular Board Meeting on October 15, 2025
7. **BUSINESS – Action required**  
  
B-1 **Election of Officers** – Chair Sue Hein
8. **OTHER BUSINESS – No action required**  
  
OB-1 **Board Committee/Liaison Reports**  
Joint Oversight Committee  
  
OB-2 **Board Informational Updates/Comments**
9. **INFORMATIONAL ONLY**  
A. **Division/Department Reports**  
R-1a **Office of the Fire Chief** – Fire Chief Nick Browne  
  
R-1b **Office of Business Services** – Assistant Chief Steve Deters

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

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

R-1e Volunteer Association Report – Assn. Representative

**B. CORRESPONDENCE and INFORMATIONAL ITEMS**

**C. OPEN AGENDA**

**D. NEXT MEETING**

The next Board of Directors meeting will be on Wednesday, December 17, at 5:00 p.m. It will be held in a hybrid format, allowing the public to join either remotely via 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 17, 2025

### ATTENDANCE

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

Staff Present: Nick Browne, Shelby Hopkins, Mark Whitaker, Brent Starr, Ron Schmitt, Trevor Cooper

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.

### REGULAR SESSION

1. **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 pm

2. **PLEDGE OF ALLEGIANCE**
3. **CHANGES TO AGENDA**

Chief Browne noted one small change:

1. Chief Deters was absent and will not be reporting from the Office of Business Services. Chief Browne will include this information in his report.

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

No comments.

5. **APPROVAL OF MINUTES:** Regular Board Meeting on August 20, 2025

**Board Chair Hein requested a motion to approve the Minutes from the Regular Board Meeting held on August 18, 2025. Director Brian made a motion, and Director Maunder seconded the motion. The motion passed 4/0.**

Timestamp: 01:39 – 02:00

6. **BUSINESS – Action required**

No business items were brought forward at this meeting.

7. **OTHER BUSINESS – No action required**

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

**Joint Oversight Committee**

No report given.

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

No report given.

8. **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: 02:09 – 04:28 AND 12:20 – 12:50

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

Absent. No report given.

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

CFO Whitaker went over the financial report in the Board packet.

Director Lesowski and Vice Chair Maunder asked questions.

Timestamp: 7:55 – 10:36

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

Wildland Captain Ron Schmitt, who shared information about CREW30, and Captain Trevor Cooper shared an update from Local 1159.

Timestamp: 04:30 – 07:27

**R-1e Volunteer Association Report – Volunteer President Brent Starr**

VP Brent Starr shared an update from the Volunteer Association.

Timestamp: 10:46 – 12:05

**B. CORRESPONDENCE and INFORMATIONAL ITEMS**

Discussion regarding the Station 71 open house on October 4<sup>th</sup> from 10:00 a.m. to 12:00 p.m.

Timestamp: 13:08 – 15:29

**C. OPEN AGENDA**

No items presented.

**D. NEXT MEETING**

The next Board of Directors’ meeting will be on Wednesday, September 17, 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**

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

The meeting adjourned at 5:15 pm

Minutes recorded by Executive Manager Shelby Hopkins and prepared by Administrative Technician Maliyah Thompson.

---

**Board Chair Sue Hein**

---

**Secretary/Treasurer Ryan Fox**



# SANDY FIRE DISTRICT

*Here for you*



---

## BOARD OF DIRECTORS MEETING MINUTES OCTOBER 15, 2025

### ATTENDANCE

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

Staff Present: Shelby Hopkins, Steve Deters, Mark Whitaker, Brent Starr,

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.

### REGULAR SESSION

1. **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 5:02pm

2. **PLEDGE OF ALLEGIANCE**
3. **CHANGES TO AGENDA**

Voting for Election of Officers moved to the November Board meeting.

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

No comments.

5. **APPROVAL OF MINUTES:** Regular Board Meeting on September 17, 2025

Approval of minutes moved to the November Board meeting – no quorum.

Timestamp: 01:10 – 01:17

**6. BUSINESS – Action required**

No business items were brought forward at this meeting.

**B-1 Election of Officers – Chair Sue Hein**

Deferred to next month – no quorum.

Timestamp: 01:18 – 01:23

**7. OTHER BUSINESS – No action required**

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

No report given.

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

No report given.

**8. INFORMATIONAL ONLY**

**A. Division/Department Reports**

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

Chief Deters shared an update for the Office of Business Services and from the Office of the Fire Chief.

Timestamp: 02:18 – 06:40

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

CFO Whitaker went over the financial report in the Board packet.

Timestamp: 6:53 – 07:39

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

No report given.

**R-1e Volunteer Association Report – Assn. Representative**

VP Brent Starr shared an update from the Volunteer Association.

Timestamp: 07:46 – 09:09

**B. CORRESPONDENCE and INFORMATIONAL ITEMS**

Board Chair Sue Hein complimented the format of the reports given in Board packet.

Timestamp: 09:12 – 09:36

**C. OPEN AGENDA**

Chief Deters mentioned the call volume (178 calls for service) for Station 71.

Timestamp: 09:38 – 09:46

**D. NEXT MEETING**

The next Board of Directors’ meeting will be on Wednesday, November 19, 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**

There was no motion to adjourn the meeting – no quorum.

Board Chair Sue Hein adjourned the meeting at 5:12pm

Minutes recorded by Executive Manager Shelby Hopkins and prepared by Administrative Technician Maliyah Thompson.

---

**Board Chair Sue Hein**

---

**Secretary/Treasurer Ryan Fox**

# FIRE CHIEF'S REPORT

OCTOBER 2025



CFD teaching elementary students about fire safety knowledge



Station 5 responding to a natural gas leak call



Firefighter Jake Beutler posing in his new engineer helmet



CFD's newest Explorer Program cohort

## Highlights

- Community Services taught classes to a variety of audiences, including elementary schools, preschools/daycares, and senior living/care facilities.
- On duty BC's attended Union Pacific/Amtrak's first "Chief's Course" – training on initial response actions to heavy rail incidents.
- CFD led an interagency Incident Management Team functional exercise which included approximately 70 participants from 16 local, state and federal agencies.
- CFD hosted open houses at St. 71, St. 22 and St. 6.
- 14 new peer supporters completed their training. Clackamas Fire now has 48 active peer support members.
- Firefighter Jake Beutler received his engineer helmet shield (promotion effective 11/1).
- CFD's 2025-2026 Explorer Program has begun.
- Station 14's roof is being completely repaired with new TPO roofing.
- Finance has been working to transition more vendors to electronic funds transfer (EFT) rather than paying them with physical checks.

## Notable Events/Calls

- **10/22 – Shop Fire in Oregon City**  
Crews were dispatched to a fire at a glass blowing business located at the end of a dead-end, narrow driveway. This proved challenging as space would only fit one apparatus and other crews had to reach the property on foot. When they reached the area, they found that the large shop was consumed with heavy fire that extended into the attic. Water supply was quickly established with a hydrant nearby. Crews got a quick knock down of the initial fire and it was under control in about 30 minutes. Thank you to the County Roads Department for assisting with traffic on Redland Road.

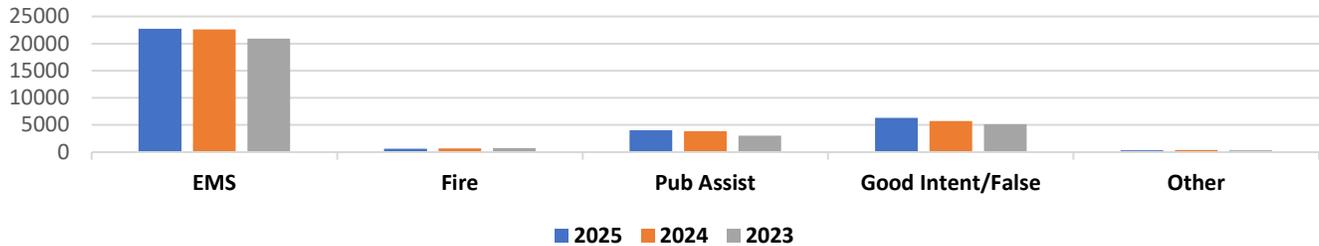
# FIRE CHIEF'S REPORT

OCTOBER 2025

## Organizational Data

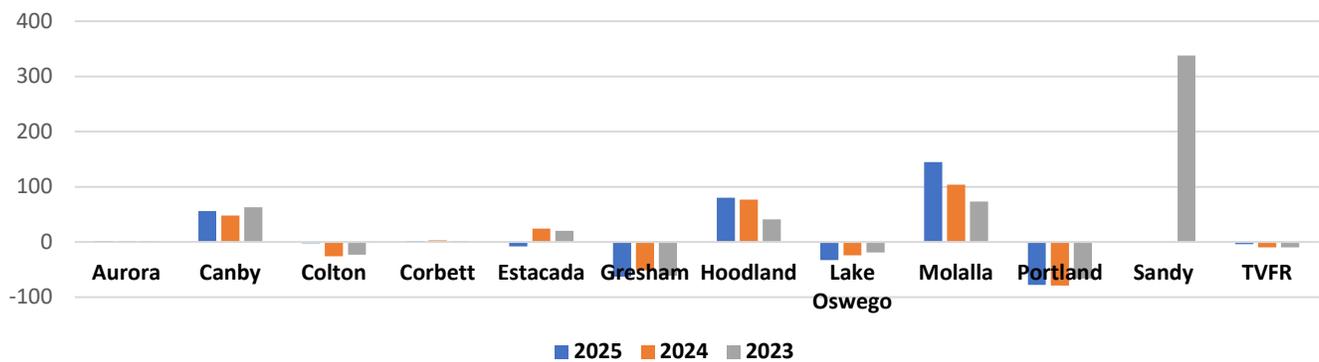
### Incidents by Type

12-months ending October of each year  
Does not include mutual aid given



### Net Mutual Aid

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



### Average Company Time Committed

Time: 189 hours and 26 minutes

Percent of Month: 26.4%

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)
33	6	6	24/31	4/31	3/31

## Station 71, 73, 74 - Incident Overview

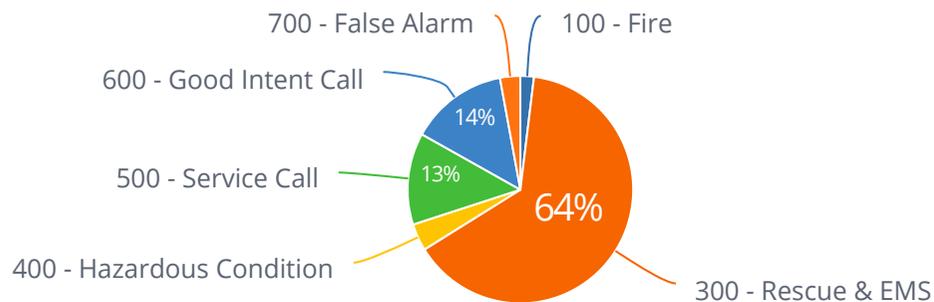
Sandy Incidents - October 2025

Incident Type Group	# of Incidents
100 - Fire	4
300 - Rescue & EMS	133
400 - Hazardous Condition	8
500 - Service Call	27
600 - Good Intent Call	29
700 - False Alarm	6
<b># of Incidents</b>	<b>207</b>

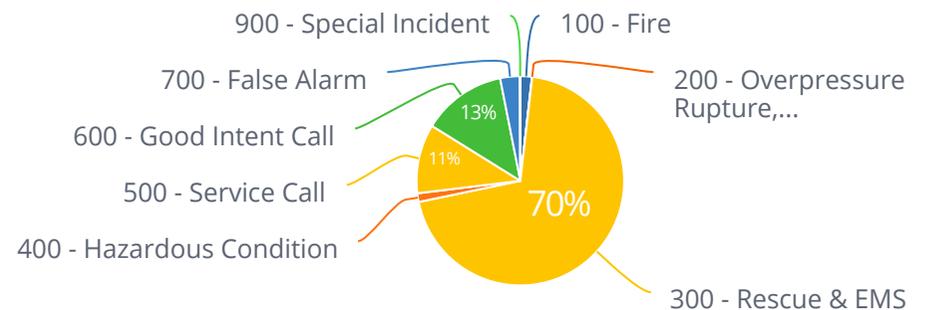
Sandy Incidents - Year to Date

Incident Type Group	# of Incidents
100 - Fire	35
200 - Overpressure Rupture, Explosion, Overheat	1
300 - Rescue & EMS	1,367
400 - Hazardous Condition	26
500 - Service Call	209
600 - Good Intent Call	256
700 - False Alarm	60
900 - Special Incident	1
<b># of Incidents</b>	<b>1,955</b>

Sandy Incidents - October 2025



Sandy Incidents - Year to Date



Bank Reconciliation  
October 2025

**Local Government Investment Pool**

	<i>Beginning Balance</i>	\$2,057,429.70
10/10/2025	Clackamas County Tax Distribution	\$8,561.60
10/17/2025	FY26 Q2 Contract for Service	-\$1,281,245.00
10/31/2025	Interest	\$5,620.38
	<i>Ending Balance</i>	<u>\$790,366.68</u>

**Checking Account**

	<i>Beginning Balance</i>	\$83,819.05
Interest		\$6.81
	<i>Ending Balance</i>	<u>\$83,825.86</u>

**Total Cash Balance 10/31/2025      \$874,192.54**

FY 2025-26 Budget to Actuals  
October 2025

**General Fund**

	<b>Actual</b>	<b>Annual Budget</b>
<b><u>Revenue</u></b>		
Current Year Property Tax	\$0	\$5,091,600
Prior Year Property Tax	\$18,425	\$65,000
Other Taxes	\$1,458	\$8,000
Investment Interest	\$23,985	\$85,000
	<b>\$43,868</b>	<b>\$5,249,600</b>
<b><u>Expense</u></b>		
Contract for Services	\$2,562,490	\$5,136,600
Professional Services	\$0	\$15,000
Transfers Out	\$0	\$160,000
	<b>\$2,562,490</b>	<b>\$5,311,600</b>

**Capital Replacement Fund**

	<b>Actual</b>	<b>Annual Budget</b>
<b><u>Revenue</u></b>		
Investment Interest	\$13,337	\$22,000
Transfers In	\$0	\$160,000
	<b>\$13,337</b>	<b>\$182,000</b>
<b><u>Expense</u></b>		
Capital Replacement	\$0	\$100,000
EMS & Fire Equipment	\$0	\$25,000
	<b>\$0</b>	<b>\$125,000</b>

# CORRESPONDENCE AND INFORMATIONAL ITEMS

## Comments, Callouts, and Highlights

### Top Facebook Posts

**Clackamas Fire**  
Published by Instagram · October 29 at 10:22 AM ·  
For Whom The Bell Tolls (Remastered) · Metallica

Last night at approximately 5:45 p.m., Clackamas Fire was dispatched to a reported commercial fire at an apartment complex on SE Causey Avenue in Happy Valley. Engine 301 and Rescue 301 arrived first to find fire extending from a first-floor window into the second and third floors. Crews quickly initiated fire attack, conducted a search for victims, and knocked down the bulk of the fire within minutes of arrival.

Two people were transported to local hospitals with minor injuries. Sadly, one dog died in the fire. Three apartments were affected, and the occupants have been displaced. The American Red Cross is assisting them with any immediate needs. The cause of the fire is under investigation.

Responding units included: R301, R303, E301, E302, E306, E308, T304, T316, HR305, BC302, BC303, RH321, FM310, Portland Fire and AMR.



See insights [Create ad](#)

👍👍👍 Bloomin' Boutique and 909 others 105 comments 85 shares

**Clackamas Fire**  
Published by Instagram · October 1 ·

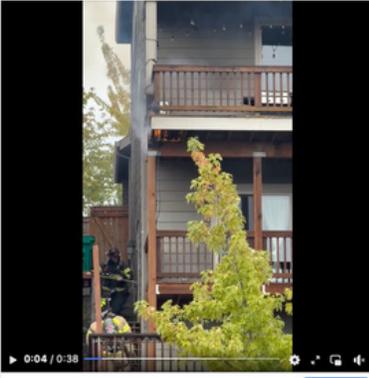
Today at 10:51 am, Clackamas Fire was dispatched to a reported residential fire on the 14900 block of SE Shaunte Ln. in Happy Valley. A neighbor called 911 after seeing flames coming from a nearby deck.

Firefighters arrived quickly and extinguished the fire within 12 minutes of dispatch, preventing the fire from extending into the home. No injuries were reported.

The cause of the fire was determined to be from the improper disposal of smoking materials.

**Safety Tips:**

- 🔥 Use deep, sturdy, non-combustible ashtrays. Place them on stable surfaces and away from anything flammable.
- 🔥 Never extinguish smoking materials in planters, potting soil, peat moss, or garden beds. These materials can easily ignite, even hours after disposal.
- 🔥 Do not toss cigarette butts on the ground, into trash cans, or in dry grass or mulch. Smoldering embers can linger and ignite fires well after disposal.



See insights and ads [Boost post](#)

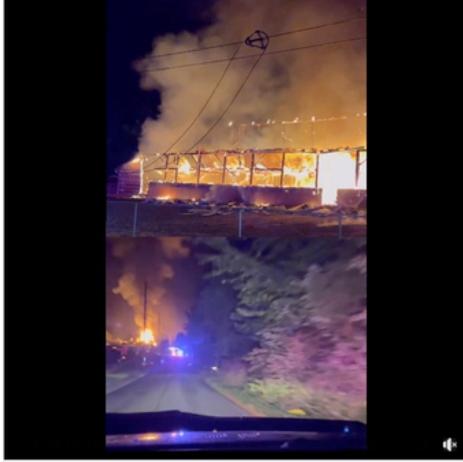
👍 1K 24 comments 28 shares

**Clackamas Fire**  
Published by Instagram · October 27 at 2:06 PM ·

**UPDATE: 10/21 BARN FIRE ON DUNN ROAD IN SANDY**

Investigators have determined that likely cause of the fire was a heat lamp. Crews fought the fire defensively due to the hazards on scene, and firefighters worked to contain the fire and prevent it from spreading. Strong work by all on scene. It was truly a collaborative effort to protect surrounding structures and contain an aggressive, fully involved barn fire.

Units: RH321, WT314, WT312, WT308, S319, E71, E314, R301, BC301, BC302, E308, WT371, WT374, WT351, E318, E314



See insights and ads [Boost post](#)

👍👍👍 Nick Vago and 902 others 40 comments 49 shares

### Top Instagram Posts



**clackamasfire**

clackamasfire Tomorrow, October 31st, we will celebrate and say thank you to one of our most influential and unforgettable firefighters, Captain Ami Brown, who is retiring after an incredible 25 years with Clackamas Fire.

Captain Brown began her career as a volunteer with Clackamas Fire in 1997, joined Gresham Fire as a career firefighter in 2000, and soon returned to Clackamas. Her unwavering dedication and professionalism have made her a trailblazer for women in our district and a shining example of true leadership.

Known for her positive energy, laser focus, and getting any job done, Captain Brown has organized countless scary movie nights and always made sure her station was full of laughter and camaraderie.

Ami: Your leadership, mentorship, and spirit have made a lasting impact as at Clackamas Fire, and we are so grateful so many of us have been able to serve with, and work alongside, you. Congratulations on your retirement!

janeright\_sophie\_and\_ellie\_too 🍷🍷🍷🍷🍷🍷🍷🍷🍷🍷🍷🍷  
tw Reply

View insights [Boost post](#)

👍👍👍 Liked by natehondo and 734 others  
October 30

Add a comment... Post



**clackamasfire**  
Andy Mneo, Wordsplayed, Magic & Bird · You Know the Drill

clackamasfire Always training, always ready! 🚒  
Clackamas Firefighters are constantly honing their skills through hands-on training to stay prepared for any emergency. Recent battalion drills focused on hose advancement and nozzle operations — critical skills for protecting lives and property.

Serving and protecting our community is always our top priority!  
👍

arc71 🍷🍷🍷 🇪🇸 es la actitud  
2w Reply See translation

debbieg\_on\_the\_go Great job training!  
4w 4 likes Reply

taskforcetips Looking good! 🍷  
1w Reply

fladimirflorindapereira 🍷🍷🍷🍷🍷🍷🍷  
2w Reply

resolveacademy 🍷🍷🍷

View insights [Boost reel](#)

👍👍👍 Liked by tualatin\_valley\_fire\_rescue and 3,898 others  
October 12

Add a comment... Post

# CORRESPONDENCE AND INFORMATIONAL ITEMS

## Community Comments

10/1/25

Incident: CF251000044

Responding units: E315, T316, BC303

 **alicia\_slc256** Can't thank you guys enough! I'm so glad he wasn't hurt..we wouldn't have been able to rescue him without you ❤️

 **mandyfoley01** Best feel good story in a long time. Thank you @clackamasfire for being such nice people! ❤️



**Susanne Richter**

Watching the people who help care for the community, including animals, gives me hope for the future. 🙏

10/1

Incident: CF251000049

Responding Units: T304, S319, E308, E307, E306, HR305, R301, BC302, BC301, E301, FM307, FM308



**Carlos Henrique**

Awesome job as usual! Thanks firefighters for all you do always! You're the real heroes! 🔥

10/2

Incident: CF251000155

Responding Units: BC302, BC303, T316, T304, E301, E302, E303, E308, R301, and HR305.



**Jim Dillard**

I hope everyone got out safely great job ladies and gentlemen who responded to this fire. Keep up the great job everyone is doing and be safe



**Jan Young**

Thank you for this and all you do.

10/22/25

Incident: CF251002824

Responding units: RH321, WT314, WT312, WT308, S319, E71, E314, R301, BC301, BC302, E308, WT371, WT374, WT351, E318, E314



**\_mokihana\_** Thank you all for your bravery and courage and fighting this monstrous fire. ❤️



**Georgia Louise Mathews Solomonson**

Good job doing what you do! Thank you Clackamas Fire!



**Steve Crabill**

Kudos to the Firefighters. The team did a remarkable job, especially in containing the fire to just the barn and keeping it from spreading to adjacent buildings.



**Karen LaFont Osborn**

Thank you for risking your life for the lives of others.

10/28/25

Incident: CF251003723

Responding Units: R301, R303, E301, E302, E306, E308, T304, T316, HR305, BC302, BC303, RH321, FM310



**Sandi Neal-Kline**

Incredible job by the Clackamas Fire department, your bravery and skill saved lives! 🚒



**Rachel Williams**

Thank yku Clackamas County Firefighters for keeping my Aunt's apartment on the third floor on the right, safe. Impressive work knocking down the flames within minutes. God bless you all.

# CORRESPONDENCE AND INFORMATIONAL ITEMS

10/28/25

Event: National First Responders Day



**Claudia Ann Olson**

You are the back bone of the community. You put your well being aside to care for others. THANKS



**Rachel Hibbs Houfek**

You are all hero's every single day — Thank you for everything you guys do! Our community is so grateful for every single person apart of this crew and all the crews around our west Coast community! 🙌❤️

10/31

Event: End-of-month wrap-up



**Burke Hammond**

Thank you for being so open and transparent. You're doing a great job engaging with your community. It really builds confidence in your communities eyes. Thank you

## Social Media Metrics | 10/2025

**Facebook**

**1,648,875**

**Views**

**50,355**

**Followers**

**15,565**

**Reactions**



**Instagram**

**510,958**

**Views**

**17,315**

**Views**

**12,532**

**Interactions**



# CORRESPONDENCE AND INFORMATIONAL ITEMS

## In the Media

KPTV October 22, 2025 "Historic Barn Belonging to USDA Meat Plant in Sandy Destroyed by Fire"

<https://www.kptv.com/video/2025/10/23/historic-barn-belonging-usda-meat-plant-sandy-destroyed-fire/>

KPTV October 28, 2025 "2 People Hurt after Apartment Building Catches Fire"

<https://www.kptv.com/2025/10/29/2-people-hurt-after-apartment-building-catches-fire-happy-valley/>

Gresham Outlook November 4, 2025 "Sandy Voters Lean 'No' in Clackamas Fire Annexation"

<https://theoutlookonline.com/2025/11/04/sandy-voters-lean-no-clackamas-fire-annexation-decision/>



*Milwaukie  
High School*



*Student  
Government*

*Our hearts are full because of your support!  
Dear Milwaukie Fire Department,  
Thank you for being part of our homecoming  
Parade. Everyone in the parade enjoyed seeing  
you guys and your truck! Thank you for  
coming out and we hope to see you  
guys next year!*

*Sincerely,  
Student Government*

Clackamas Fur Family

Thank you for the beautiful  
flower arrangement! It really  
brightened my day!

I very much appreciate the  
kind messages of support  
following the passing of my  
husband. Love.

Sue Hui