

CLACKAMAS FIRE DISTRICT #1



June 27, 2008

Information Regarding Clackamas Fire District #1

Grand Opening of South End Fire Station

The long-awaited grand opening of the South End Fire Station will take place on Tuesday, July 1, 2008 from 10:00 a.m. – 12:00 p.m. The opening ceremony will begin at 10:00 a.m. with presentations by the Fire District's Honor Guard and the Tualatin Valley Fire & Rescue Pipes and Drums. Station tours and refreshments will follow the ceremony. The public is invited to attend.

Recruit Academy Graduation

On June 13, the Fire District held a graduation/swearing-in ceremony for the 16 probationary firefighters who successfully completed the 10-week Recruit Academy. Firefighter Craig Bowen received the "Top Hose" award and Patrick Dunne received the "Top Scores" award. The "Top Hose" award is given to the recruit who demonstrated the best hands-on performance in using equipment. The "Top Scores" award is given to the recruit who received the best overall written test scores. All of the graduates have been assigned to fire stations and will be completing their Field Training and Evaluation Program (FTEP). Following FTEP, they will be assigned to a regular shift/station assignment. They are all observing a reinstated old tradition of the District. When they were sworn-in, their badges were pinned upside down. These will be worn in this position until they go on their first run.

Promotional Ceremony

There will be a promotional ceremony on Monday, June 30, 2008 at 9:00 a.m. at the Training Center located at 15990 SE 130th Ave. The following promotions will take place:

Captain: Brian Rooney

Lieutenant: Mike Carlsen, Jason Ellison, Curtis Guttman, Ken Mulkey, Burke Slater

Apparatus Operator: Nowell Brill, Eric Eidam, Josh Gehrke, Alan Kaiser, Matt Kilgras, Jonah Lang, Bryan

Mackender, Ryan McDonald, Ted Willard

Retirement Celebration

While we welcome 16 new firefighters to the Fire District, we will also be saying "happy retirement" to an employee who has provided 28 years of service to Clackamas Fire. Apparatus Operator Dave Hakola will be retiring from the Fire District as of June 30, 2008. Thank you, Dave, for your many years of service.

Station 15 Hosts Chamber Event

On Wednesday, June 25, 2008, the Fire District hosted Good Morning Oregon City (GMOC) for the Oregon City Chamber of Commerce at the John Adams Fire Station from 7:30 a.m. – 9:00 a.m. The theme of the GMOC was BEST (Business Emergency survival Toolkit), which explained how to best be prepared in the event of an emergency.

Purchase and Sale Agreement for Fire Stations

On June 4, 2008, the Oregon City Commission approved the Purchase and Sale Agreement for the Hilltop and South End Fire Stations between the City of Oregon City and the Fire District. This was approved by the Fire District's Board of Directors at their meeting on June 16. The purchase conditions of the agreement include: accepting the property "as is," purchasing all items currently located at the Hilltop Station and all re-related items currently located in the South End Station. Also, there is a deed restriction that requires that the Hilltop Station may only be operated as a fire station. The effective date of this agreement will be July 1, 2008.

Lease Agreement for John Adams Fire Station

The Board of Directors approved an inter-governmental agreement for the leasing of the John Adams Fire Station by the City of Oregon City to the Fire District. The lease becomes effective July 1, 2008 and will be for a period of 99 years. It includes the

condition that at any time that the station ceases to be used to provide response to fire and medical emergencies, the lease shall be terminated and possession of the station building will be returned to the City.

Fire District Budget Approved

The budget for Fiscal 2008 was approved by the Budget Committee on May 14, 2008 and adopted by the Board of Directors at their meeting on June 16, 2008. A copy is available for review at the Administration Office and on-line at the Fire District's website (www.clackamasfire.com).

Strategic Planning Update

The Fire District is moving forward with the updating of its Strategic Business Plan. We have hired Emergency Services Consulting inc. to help facilitate the process. A work session took place on June 23, 2008 with the consultants, Board of Directors and the Fire District's Executive Team. Discussion included setting goals, outlining measurable objectives and performance measurements. We will keep you informed of the progress as we move forward.

Program Highlight – Accounting Policy and Procedure Manual

The District has adopted an Accounting Policy and Procedure Manual that ensures appropriate internal control to protect the District's assets. Internal controls are the processes that guide the safeguarding of assets. It ensures that no one person is exclusively responsible for any accounting function. This increases the District's opportunities to eliminate fraud potential within the organization.

Additionally, each process has been documented in the Accounting Policy and Procedure Manual and identifies the review and oversight feature of each accounting function. While the District has had internal control processes in

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place, they were not formally documented. The process of preparing the manual has not only provided the necessary step of documenting the internal control structure, but allowed the District to analyze the current practices and make improvements where prudent. These practices are in conformance with generally accepted accounting principles that the outside accounting firm will use to measure the reliability of the District's financial statements during audit.

All personnel with a role in the management of Clackamas Fire District #1 fiscal operations are expected to uphold the policies in this manual. It is the intention of the District that the accounting manual demonstrates our commitment to proper, accurate financial management and reporting. The manual will be reviewed annually to stay current with standard accounting practices.

LOCAL STATION ACTIVITIES

See station summary.

District-wide

Total number of calls during May = 1,312

Total number of calls January – May

2008 – 6,495