

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

January 11, 2017 / 10:30AM

Meeting to be held at: CCOM - EOC 2200 Kaen Rd Oregon City, OR

Call In 800-704-9804 / Access Code: 345832#

1. Call the Board of Directors to Order - Chair Chief Fred Charlton
2. Roll Call of Partners: (17/9)

a. City of Canby	g. City of Sandy	m. Molalla Fire District
b. City of Gladstone	h. City of West Linn	n. Sandy Fire District
c. City of Lake Oswego	i. Boring Fire District	o. Tualatin Valley Fire & Rescue
d. City of Milwaukie	j. Canby Fire District	p. Clackamas County Sheriff
e. City of Molalla	k. Clackamas County Fire District #1	q. Clackamas County Health
f. City of Oregon City	l. Estacada Fire District	
3. *Approval of Minutes of: December 21, 2016 Board Meeting
4. Public Comment
5. Communications
6. Financial Report - John Hartsock
7. Committee Reports
 - a. Executive Committee - Fred Charlton
 - b. Technical - John Hartsock
8. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. Expansion of East County System - Molalla - Ron Polluconi / John Hartsock
 - c. System Upgrade/Replacement
 - i. Microwave Upgrade Status - Ron Polluconi
 - ii. Project procurement strategy - John Hartsock
 - iii. Project Status - John Hartsock / Ken Seymour
 - d. Citizen Accountability Committee - John Hartsock
 - e. Colton Fire Partnership Status
9. New Business: (* Action Item)
 - a. *Election of Officers - Chair Captain James Rhodes / 1st Vice Chair Deputy Chief Ryan Hari/ 2nd Vice Chair - to be elected
 - b. 2017 Budget Process / Appoint John Hartsock Budget Officer
 - c. * Acceptance of FY 2015/2016 Financial Audit - John Hartsock
 - d. * Approval of Check Signing Authority - John Hartsock
 - e. **Next Board Meeting February 8, 2017 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment

CLACKAMAS C800 RADIO GROUP

Board of Directors Meeting

Meeting Minutes of the December 21, 2016 Board Meeting

Location: CCOM/EOC - 22200 Kaen Rd, Oregon City, OR

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:34 am by Chair Chief Fred Charlton.
2. **The following were in attendance:**

City of Canby / Chief Bret Smith	Sandy Fire Dist / Chief Phil Schneider
City of Gladstone / Chief Tom O'Connor	TVF&R / Ass't Chief Mark Havener
City of Lake Oswego / Leslie Taylor / Capt Dale Jorgenson / Darryl Wrisley	CCSO / Capt. James Rhodes
City of Molalla / Chief Rod Lucich	Clackamas County / Laurel Butman / Brian Nava
City of Oregon City / Chief Jim Band	CCOM / Bob Cozzie / Mark Spross / Cheryl Bledsoe / Gerry Wiese
City of Sandy / Int Chief Roberts	MAJCS / Mike Fletcher
City of West Linn / Neil Hennelly	WCCCA / Ron Polluconi / Jennifer Reese
Boring Fire Dist / Chief Fred Charlton	Day Wireless / Randy Kruger / Kerm McPherson
Canby Fire Dist / Chief Jim Davis	3db Consulting / Ken Seymour
Clackamas Fire Dist / Chief Fred Charlton	Skylands Neighborhood Assoc. / David Roche
Colton Fire Dist / Chief Gary Anderson	CCFD #1 / AA Amanda Neelands
Molalla Fire Dist / Chief Jim Davis - Proxy	John Hartsock / Staff
3. **Approval of Minutes – November 9, 2016 Board Meeting:** A motion was made by Tom O'Connor and seconded by James Rhodes to approve the minutes as presented. A unanimous vote was cast to approve the minutes.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Financial report is included in the packet for November. We will review the audit at the next meeting.
7. **Committee Reports:**
 - a. Executive Committee – Fred Charlton
 - i. Nothing to report.
 - b. Technical – John Hartsock
 - i. We are meeting directly after today's meeting. Nothing to report.

8. Old Business:

- a. System Management – John Hartsock/Ron Polluconi
 - i. We have had some minor site failures. We have lost a few channels due to aging equipment which is expected but nothing too impactful and they were replaced with spares. We are near end of life with legacy equipment. The techs are all caught up on preventative maintenance. There have been no issues at Goat Mountain so far this winter.
- b. Expansion of East County System –Molalla – Ron Polluconi
 - i. We have had two delays on the microwaves. The construction was finished up in September. We are attempting a winter installation but it has to be opportunistic based on weather and making sure there is no ice on the tower. Also had two frequency changes on the site. There have been some challenges with the FCC and licensing. No hard date yet.
- c. System Upgrade/Replacement – Ron Polluconi
 - i. Microwave Upgrade Status
 - 1. We ran into a C800, WCCCA failure on one of the boards. A new board is on its way and should be reliable. May be a few minutes of outage during the switch but nothing serious.
 - ii. Project procurement strategy
 - 1. It's been a long road but we are almost there. We will now be using a multi-tier process. We will put together a comprehensive request for qualifications which is being finalized in the drafting stage. It would go out for WCCCA, C800 combined. We have to update our purchasing rules to allow multi-tier. Vendors must have at least 300 points to progress.
 - iii. Project Status – John Hartsock / Ken Seymour
 - 1. Ken Seymour was just brought on the project. He will be creating monthly dashboard reports for everyone which will address the project, budget and any issues.
 - 2. The County board met this week on Monday and passed the IGA.
 - 3. Laurel introduced Brain Nava who will be our internal auditor for the project.
 - 4. On November 30th, we held the first Citizens Advisory Committee meeting which went very well. The next meeting will be in March.
- d. Colton Fire
 - i. Gary Anderson reported that they finally had a board meeting last month to discuss finances, etc. Colton has applied for a grant for \$308,000 and will also create a bond just in case the grant falls through. We need 24 portables and 12 others. Need to explore options for radios and Colton Fire in the future. Agreed to table the Colton Partnership for now.

9. New Business:

- a. *Confirmation of Clackamas County IGA Approval Vote
 - i. Approval from Board Members through electronic vote. 14 tallied responses of 16 total. Motion to approve by Jim Davis and seconded by Mark Havener. Motion unanimously

passed.

- b. *Approval of C800 Purchasing Rules Revision – John Hartsock
 - i. Resolution 3-16 RFQ regarding use of multi-tier process as discussed above.
 - ii. Motion to approve by Mark Havener and seconded by Tom O'Connor. Motion carries with a unanimous vote.
- c. Broadband Amplifiers of In Building Coverage – John Hartsock / Ron Polluconi
 - i. There have been issues with new buildings such as the new Happy Valley, Fred Meyer regarding radio coverage and rebroadcasting FCC frequencies.
 - ii. State building officials, state fire marshal, etc. need to come to agreement in regard to new buildings having public safety radio coverage. Discussion followed.
- d. Public Meeting for the Revised 2016/2017 Budget – Chief Charlton
 - i. Public Hearing opened at 11:40 am.
 - ii. The supplemental budget has been created primarily due to the bond funds. Member and partner fees were down slightly this year. HVAC maintenance is up this year. We are adding a new account for meeting expenses so that it isn't coming out of the office supply budget. Capital reserve is increasing a bit.
 - iii. Public Hearing closed at 11:45 am.
- e. *Approval of the 2016/2017 Revised Budget – John Hartsock
 - i. The way the dollar amount is written needs to be amended to match the numerical amount.
 - ii. Motion to approve the supplemental budget in the amount of \$67,328,287 by Mark Havener and seconded by Jim Davis. Approved unanimously.
- f. 2017 Board Meeting Calendar
 - i. Please see back of packet for reference.
- g. **Next Board Meeting – January 11, 2017 10:30am at CCOM/EOC**

10. Open Agenda:

- a. Nothing to report.

11. Adjournment: Meeting was adjourned at 11:48 am by Chair Chief Fred Charlton.

Clackamas 800 Radio Group

Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
401-00 · Beginning Fund Balance	0.00	0.00	0.00	0.0%
405-00 · Members Contracts	59,640.00	66,360.00	-6,720.00	89.9%
410-00 · Partners Fees	819,510.00	913,500.00	-93,990.00	89.7%
415-00 · Mobile Data Devices	0.00	1,560.00	-1,560.00	0.0%
420-00 · Partners Debt Service Zone Cont	95,624.00	93,689.00	1,935.00	102.1%
421-00 · Partner Debt Service Microwave	52,388.00	52,388.00	0.00	100.0%
431-00 · Interest Income	7.77	100.00	-92.23	7.8%
435-00 · Lease Revenue	9,910.00	44,368.00	-34,458.00	22.3%
440-00 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
Total Income	1,037,079.77	1,172,965.00	-135,885.23	88.4%
Gross Profit	1,037,079.77	1,172,965.00	-135,885.23	88.4%
Expense				
605-00 · Site Rental	34,168.50	146,294.00	-112,125.50	23.4%
610-00 · Fuel/Generators	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	7,646.00	4,500.00	3,146.00	169.9%
620-00 · Landscape Maintenance	3,810.00	7,000.00	-3,190.00	54.4%
621-00 · Office Supplies	1,899.50	3,500.00	-1,600.50	54.3%
625-00 · Generator Maintenance	8,879.10	12,000.00	-3,120.90	74.0%
630-00 · UPS Maintenance	0.00	5,000.00	-5,000.00	0.0%
635-00 · Battery Maintenance	0.00	10,000.00	-10,000.00	0.0%
645-00 · Insurance	1,033.29	27,000.00	-25,966.71	3.8%
650-00 · Utilities	23,384.62	58,500.00	-35,115.38	40.0%
655-00 · Consultant Services	12,320.00	25,000.00	-12,680.00	49.3%
657-00 · Regional Radio Expense	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	283,559.50	565,777.00	-282,217.50	50.1%
665-00 · Radio Maintenance Fees	8,193.20	80,000.00	-71,806.80	10.2%
667-00 · Radio Replacement Project	0.00	50,000.00	-50,000.00	0.0%
670-00 · Legal Services	2,000.00	8,000.00	-6,000.00	25.0%
675-00 · Financial Services	3,049.85	7,000.00	-3,950.15	43.6%
680-00 · Audit Fees	6,175.00	7,000.00	-825.00	88.2%
683-00 · Capital Reserve	0.00	50,000.00	-50,000.00	0.0%
685-00 · Miscellaneous Expenses	6,705.83	1,318.00	5,387.83	508.8%
690-00 · Interest Expenses	268.13			
703-00 · Capital Outlay				
703-01 · Buildings & Land Improvement				
703-011 · Land Improvement	85,272.34			
703-013 · Tower	6,400.00			
Total 703-01 · Buildings & Land Improvement	91,672.34			
703-02 · Radio Backbone				
703-021 · Simulcast / Master Site	3,737.31			
Total 703-02 · Radio Backbone	3,737.31			
703-03 · Equipment				
703-031 · Security System	1,079.96			
Total 703-03 · Equipment	1,079.96			
703-04 · Capital Outlay Service	63,190.88			
703-00 · Capital Outlay - Other	304,436.10	10,000.00	294,436.10	3,044.4%
Total 703-00 · Capital Outlay	464,116.59	10,000.00	454,116.59	4,641.2%

These financial statements omit substantially all disclosures required by accounting principles generally accepted in the United States of America. These financial statements have not been subjected to an audit, review, or compilation engagement, and therefore no assurance is provided on them.

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01/09/17

Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
795-00 · Debt Service	105,336.81	146,077.00	-40,740.19	72.1%
800-00 · Operating Contingency	0.00	45,000.00	-45,000.00	0.0%
Total Expense	972,545.92	1,272,966.00	-300,420.08	76.4%
Net Ordinary Income	64,533.85	-100,001.00	164,534.85	-64.5%
Net Income	64,533.85	-100,001.00	164,534.85	-64.5%

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Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Detail

December 2016

Type	Date	Num	Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
410-00 · Partners Fees							
Invoice	12/30/2016	16-214	City of Milwaukie	Police - 1/2 year at \$420 ...		18,900.00	18,900.00
Invoice	12/30/2016	16-214	City of Milwaukie	Public Works - 1/2 year a...		9,450.00	28,350.00
Total 410-00 · Partners Fees						28,350.00	28,350.00
420-00 · Partners Debt Service Zone Cont							
Invoice	12/30/2016	16-214	City of Milwaukie	1/2 year		1,935.00	1,935.00
Total 420-00 · Partners Debt Service Zone Cont						1,935.00	1,935.00
431-00 · Interest Income							
Deposit	12/31/2016			Interest		0.58	0.58
Total 431-00 · Interest Income						0.58	0.58
435-00 · Lease Revenue							
Deposit	12/23/2016		FBI	Deposit		130.00	130.00
Deposit	12/23/2016		FBI	Deposit		130.00	260.00
Total 435-00 · Lease Revenue						260.00	260.00
Total Income						30,545.58	30,545.58
Gross Profit						30,545.58	30,545.58
Expense							
605-00 · Site Rental							
Bill	12/01/2016		US Forest Servicea		15 Timberline	9,409.32	9,409.32
Total 605-00 · Site Rental						9,409.32	9,409.32
621-00 · Office Supplies							
Bill	12/31/2016	Dec 2...	Hartsock Project Mgmt.	Expense reimbursements		417.52	417.52
Total 621-00 · Office Supplies						417.52	417.52
650-00 · Utilities							
Check	12/01/2016		PGE			358.94	358.94
Check	12/05/2016		PGE			518.81	877.75
Check	12/07/2016		PGE			445.50	1,323.25
Check	12/14/2016		PGE			325.33	1,648.58
Check	12/15/2016		PGE			354.79	2,003.37
Check	12/15/2016		PGE			531.00	2,534.37
Check	12/15/2016		PGE			546.83	3,081.20
Check	12/15/2016		PGE			528.27	3,609.47
Check	12/30/2016		PGE			205.70	3,815.17
Check	12/30/2016		PGE			429.97	4,245.14
Total 650-00 · Utilities						4,245.14	4,245.14
655-00 · Consultant Services							
Bill	12/31/2016	Dec 2...	Hartsock Project Mgmt.			2,000.00	2,000.00
Total 655-00 · Consultant Services						2,000.00	2,000.00
670-00 · Legal Services							
Bill	12/01/2016	10893	Eakins, Eileen	Legal Services		480.00	480.00
Bill	12/26/2016	10910	Eakins, Eileen			240.00	720.00
Total 670-00 · Legal Services						720.00	720.00
675-00 · Financial Services							
Bill	12/30/2016	153517	Talbot, Korvola & Warwick, LLP			810.00	810.00
Check	12/30/2016		Clackamas County Bank	Service Charge		14.95	824.95
Total 675-00 · Financial Services						824.95	824.95
680-00 · Audit Fees							
Bill	12/15/2016	12/15...	Oregon Audit Filing			250.00	250.00
Total 680-00 · Audit Fees						250.00	250.00
685-00 · Miscellaneous Expenses							
Bill	12/05/2016	AIE05...	Oregon Government Ethics Co...			396.10	396.10
Total 685-00 · Miscellaneous Expenses						396.10	396.10

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01/09/17

Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Detail

December 2016

Type	Date	Num	Name	Memo	Class	Amount	Balance
690-00 · Interest Expenses							
General Jour...	12/01/2016	39	Clackamas County Bank	Final interest - loan payoff		458.27	458.27
Total 690-00 · Interest Expenses						458.27	458.27
703-00 · Capital Outlay							
703-01 · Buildings & Land Improvement							
703-011 · Land Improvement							
Bill	12/15/2016	1606...	McKay Consulting		04 Wilsonville...	6,440.00	6,440.00
Bill	12/15/2016	1604...	McKay Consulting		12 Crutcher B...	520.00	6,960.00
Bill	12/20/2016	Inv C...	TerraQuest International		30	237.50	7,197.50
Bill	12/27/2016	16129	Black Mountain Consulting	Acct #04-11	04 Wilsonville...	1,250.00	8,447.50
Bill	12/27/2016	6931	Securasite LLC	Expense Reimbursements	16 Canby	118.56	8,566.06
Bill	12/27/2016	6932	Securasite LLC		16 Canby	2,975.00	11,541.06
Bill	12/27/2016	6938	Securasite LLC		01 Carver	25.00	11,566.06
Bill	12/27/2016	6927	Securasite LLC		03 Damascus	25.00	11,591.06
Bill	12/27/2016	6930	Securasite LLC		09 Sandy	81.25	11,672.31
Bill	12/27/2016	6926	Securasite LLC		02 Skyland	56.25	11,728.56
Bill	12/27/2016	6929	Securasite LLC		04 Wilsonville...	4,037.50	15,766.06
Bill	12/27/2016	6928	Securasite LLC		04 Wilsonville...	541.66	16,307.72
Bill	12/29/2016	6934	Securasite LLC		12 Crutcher B...	4.86	16,312.58
Bill	12/29/2016	6935	Securasite LLC		12 Crutcher B...	181.25	16,493.83
Bill	12/29/2016	6933	Securasite LLC		18 Highland ...	162.50	16,656.33
Bill	12/29/2016	6936	Securasite LLC		25 Lake Osw...	31.86	16,688.19
Bill	12/29/2016	6937	Securasite LLC		25 Lake Osw...	500.00	17,188.19
Total 703-011 · Land Improvement						17,188.19	17,188.19
Total 703-01 · Buildings & Land Improvement						17,188.19	17,188.19
703-00 · Capital Outlay - Other							
Bill	12/01/2016	EFT	PGE		17 Estacada_...	185.14	185.14
Total 703-00 · Capital Outlay - Other						185.14	185.14
Total 703-00 · Capital Outlay						17,373.33	17,373.33
Total Expense						36,094.63	36,094.63
Net Ordinary Income						-5,549.05	-5,549.05
Net Income						-5,549.05	-5,549.05

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Trial Balance

As of December 31, 2016

	Dec 31, 16	
	Debit	Credit
115-00 · Cash/Checking Account	7,794.10	
11000 · Accounts Receivable	85,640.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
160-00 · Buildings and Towers	10,522,952.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	704,983.00	
167-00 · Work In Progress	0.00	
175-00 · Accumulated Depreciation		7,086,855.79
201-00 · Accounts Payable		14,091.81
201-02 · Other Accounts Payable	0.00	
210-00 · Reimb due Clackamas County	0.00	
438-00 · Microwave Loan		398,716.34
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		6,661,978.21
320-00 · Retained Earnings, Prior	383,907.90	
405-00 · Members Contracts		59,640.00
410-00 · Partners Fees		819,510.00
415-00 · Mobile Data Devices	0.00	
420-00 · Partners Debt Service Zone Cont		95,624.00
421-00 · Partner Debt Service Microwave		52,388.00
431-00 · Interest Income		7.77
435-00 · Lease Revenue		9,910.00
605-00 · Site Rental	34,168.50	
615-00 · HVAC Maintenance	7,646.00	
620-00 · Landscape Maintenance	3,810.00	
621-00 · Office Supplies	1,899.50	
625-00 · Generator Maintenance	8,879.10	
645-00 · Insurance	1,033.29	
650-00 · Utilities	23,384.62	
655-00 · Consultant Services	12,320.00	
660-00 · WCCCA System Fees	283,559.50	
665-00 · Radio Maintenance Fees	8,193.20	
670-00 · Legal Services	2,000.00	
675-00 · Financial Services	3,049.85	
680-00 · Audit Fees	6,175.00	
685-00 · Miscellaneous Expenses	6,705.83	
690-00 · Interest Expenses	268.13	
703-00 · Capital Outlay	304,436.10	
703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-011 · Land Improvement	85,272.34	
703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-013 · Tower	6,400.00	
703-00 · Capital Outlay:703-02 · Radio Backbone:703-021 · Simulcast / Master Site	3,737.31	
703-00 · Capital Outlay:703-03 · Equipment:703-031 · Security System	1,079.96	
703-00 · Capital Outlay:703-04 · Capital Outlay Service	63,190.88	
795-00 · Debt Service	105,336.81	
TOTAL	15,198,721.92	15,198,721.92

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Balance Sheet

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
115-00 · Cash/Checking Account	7,794.10
Total Checking/Savings	7,794.10
Accounts Receivable	
11000 · Accounts Receivable	85,640.00
Total Accounts Receivable	85,640.00
Total Current Assets	93,434.10
Fixed Assets	
160-00 · Buildings and Towers	10,522,952.20
165-00 · Radio Backbone	2,520,898.80
166-00 · Equipment	704,983.00
175-00 · Accumulated Depreciation	-7,086,855.79
Total Fixed Assets	6,661,978.21
TOTAL ASSETS	6,755,412.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201-00 · Accounts Payable	14,091.81
Total Accounts Payable	14,091.81
Other Current Liabilities	
438-00 · Microwave Loan	398,716.34
Total Other Current Liabilities	398,716.34
Total Current Liabilities	412,808.15
Total Liabilities	412,808.15
Equity	
310-00 · Investment in Fixed Assets	6,661,978.21
320-00 · Retained Earnings, Prior	-383,907.90
Net Income	64,533.85
Total Equity	6,342,604.16
TOTAL LIABILITIES & EQUITY	6,755,412.31

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4:30 PM

01/09/17

Clackamas 800 Radio Group**A/R Aging Detail****As of December 31, 2016**

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Invoice	12/30/2016	16-214	City of Milwaukie	12/29/2016	2	30,285.00
Total 1 - 30						30,285.00
31 - 60						
Total 31 - 60						
61 - 90						
Credit Memo	10/13/2016	16-212	Clackamas County FD #1	10/13/2016	79	-27,000.00
Total 61 - 90						-27,000.00
> 90						
Invoice	09/18/2015	15-146	Clackamas County - Code Enforcement	09/18/2015	470	1,600.00
Payment	11/20/2015	079530	City of Gladstone - Fire			-1,200.00
Invoice	07/15/2016	16-180	City of Gladstone - Police	07/15/2016	169	16,990.00
Invoice	07/15/2016	16-189	West Linn	07/15/2016	169	18,060.00
Invoice	07/21/2016	16-193	Boring Water	07/21/2016	163	840.00
Invoice	07/28/2016	16-201	Clackamas County - Juvenile Dept	07/28/2016	156	1,680.00
Invoice	07/28/2016	16-203	Clackamas River Water District	07/28/2016	156	6,720.00
Invoice	07/28/2016	16-205	Sunrise Water	07/28/2016	156	5,040.00
Invoice	08/18/2016	16-211	West Linn	08/18/2016	135	32,625.00
Total > 90						82,355.00
TOTAL						85,640.00

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**11300 SE Fuller Rd
Milwaukie, Oregon 97222
(503) 780-4806**

Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: January 11, 2017
Re: Board Elections

REQUEST: It is hereby requested that the C800 Board of Directors elect a Second Vice Chair.

ISSUE: In accordance with the C800 By-Laws, the C800 Board of Directors shall elect a Second Vice Chair at their January meeting.

The current First Vice Chair, Captain James Rhodes shall become Chair, and the current Second Vice, Deputy Chief Ryan Hari shall become First Vice Chair.

POLICY IMPLICATIONS: None

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors elect a Second Vice Chair.



11300 SE Fuller Rd
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(503) 780-4806

Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 11, 2017
Re: Appointment of Budget Officer – Budget Calendar

REQUEST: It is hereby requested that the C800 Board of Directors accept the FY 2017/2018 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.

ISSUE: Establishment of the FY 2017/2018 budget calendar and appointment of the C800 Budget Officer.

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors accept the FY 2017/2018 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.



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C800 Budget Calendar 2017
January 11, 2016

January 11, 2017	Appoint John Hartsock Budget Officer
February 20, 2017	Publish 1st Notice of Budget Committee Meeting
March 6, 2017	Publish 2nd Notice of Budget Committee Meeting
March 15, 2017	Budget Committee Meeting
April 10, 2017	Publish Notice of Budget Hearing
April 19, 2017	Public Budget Hearing
June 30, 2017	Submit Budget Document to County Clerk



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Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 11, 2017
Re: Acceptance of FY 2015/2016 Audit

REQUEST: It is hereby requested that the C800 Board of Directors accept the FY 2015/2016 audit as prepared by Jarrard, Seibert, Pollard & Co. LLC dated November 7, 2016

ISSUE: Jarrard, Seibert, Pollard & Co. LLC has prepared C800's annual audit report for the year ended June 30, 2016 dated November 7, 2016. The audit was electronically distributed to the Board on December 15, 2017.

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors accept the FY 2015/2016 audit as prepared by Jarrard, Seibert, Pollard & Co. LLC dated November 7, 2016



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Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 11, 2017
Re: Approval of Check Signing Authority

REQUEST: It is hereby requested that the C800 Board of Directors approve a revised list of authorized check signers which will be: CFD#1 Fire Chief Fred Charlton, CCSO Capt James Rhodes, CFD#1 Deputy Chief Ryan Hari and the C800 2nd Vice Chair to be elected at the January 11, 2017 meeting.

ISSUE: C800 maintains an interest-bearing checking account at the Clackamas County Bank. Electronic payment and written checks are the two methods that are utilized for payments. The Board has previously approved that two signatures were required for all payments in excess of \$3,000 and one signature for payments less than \$3,000.

The Board previously authorized the following check signers:

CFD#1 Fire Chief Fred Charlton – Chair – (becoming Past Chair)
CCSO Capt James Rhodes – 1st Vice Chair – (becoming Chair)
Leslie Taylor – Lake Oswego – Past Chair – (stepping down)

It is necessary to replace Leslie Taylor with Deputy Chief Ryan Hari – current 2nd Vice Chair to become 1st Vice Chair. Further to add the 2nd Vice Chair elected at the Jan 11, 2017 Board Meeting.

POLICY IMPLICATIONS: The current C800 approved budget is utilized as the basis of expenditure approval. Action on this proposal will establish the policy for executing payments of expenditures.

FINANCIAL: None

LEGAL: This recommendation will establish the signature authority for checks and electronic payments.

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors approve a revised list of authorized check signers which will be: CFD#1 Fire Chief Fred Charlton, CCSO Capt James Rhodes, CFD#1 Deputy Chief Ryan Hari and the C800 2nd Vice Chair to be elected at the January 11, 2017 meeting.