

# Estacada Fire District #69



## AGENDA

### REGULAR BOARD OF DIRECTORS' MEETING December 16, 2021

**Meeting Location: Remote Video Conferencing**

**7:00 p.m.**

Hi there,

You are invited to a Zoom webinar.

When: Dec 16, 2021, at 07:00 PM Pacific Time (US and Canada)

Topic: Estacada Rural Fire District #69 Regular Board of Directors' Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81426967575?pwd=NvZvQ2NrODQzUXJFdDIxeFlwOGdZZz09>

Passcode: **877970**

Or One tap mobile:

US: +12532158782, 81426967575#, \*877970# or +13462487799,81426967575#, \*877970#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

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312 626 6799 or +1 646 558 8656

Webinar ID: 814 2696 7575

Passcode: **877970**

1. **CALL TO ORDER PER ORS 192.610 TO 192.690**
  - a. **ORS 192.650 – The meeting is being recorded.**
2. **INVOCATION – Chaplain**
3. **FLAG SALUTE**
4. **ROLL CALL: Matthew Silva, John McAdoo, Ken Oliver, Paul Miller, Matt Day**
5. **CHANGES TO THE AGENDA**

**6. BUSINESS ITEMS**

**B-1 Consent Agenda.** Accept and approve the November 18, 2021 Minutes; Accept and approve the following Special Board Meeting Minutes: February 9, 2021, March 1, 2021, March 8, 2021, April 5, 2021 and April 19, 2021. Approve bills to be paid as presented.

**B-2 Resolution for WUI grant**

**B-3 Resolution for ARPA grant**

**B-4 Deputy Fire Marshal Job Description**

**7. COMMITTEE REPORTS**

**8. STAFF / COMMITTEE REPORTS**

a. Chief's Report - Chief O'Connor

b. Financial Report – Admin Mgr. Cheryl Lashbrook

**9. PUBLIC COMMENTS**

**10. BOARD COMMENTS**

**11. CORRESPONDENCE**

**12. COMMUNITY ITEMS**

**13. NEXT MEETING**

The next meeting will be on Thursday, January 20, 2022, at 7:00 p.m.

**14. ADJOURNMENT**

# Estacada Fire District #69



## Minutes

### REGULAR BOARD OF DIRECTORS' MEETING December 16, 2021

Meeting Location: Remote Video Conferencing

7:00 p.m.

1. **CALL TO ORDER PER ORS 192.610 TO 192.690** – at 7:00 p.m.
  - a. **ORS 192.650** – The meeting is being recorded.
2. **INVOCATION** – by Chaplain Bill Youngberg.
3. **FLAG SALUTE** – Done.
4. **ROLL CALL: Matt Day** – Present, **Paul Miller** – Present, **Ken Oliver** – Present, **John McAdoo** – Present, **Matthew Silva** – Present.  
**Also present at this meeting:** Fire Chief Ian O'Connor, Assistant Chief Alan Lashbrook, Lieutenant Jesse Metheny, Lieutenant Tom Benschoter, Firefighter/Paramedic Brenden McKenzie, Support Sharon McKinney, Ed Thoreson via zoom, Lieutenant Benjamin Rollicheck via zoom

5. **CHANGES TO THE AGENDA:**

Added B-4: Deputy Fire Marshal Job Description.

6. **BUSINESS ITEMS:**

- B-1 Consent agenda:** Accept and approve the November 18, 2021, Minutes; Accept and approve the following Special Board Meeting Minutes: February 9, 201, March 1, 2021, March 8, 2021, April 5, 2021, and April 19, 2021. Approve bills to be paid as presented.

**Director Oliver made a Motion to approve the bills (and consent agenda items); Seconded by Director Miller; Roll-call vote; Passed unanimously.**

**B-2 Resolution for WUI grant**

**President Silva made a motion to adopt Resolution 2021-06: accept and appropriate a grant award for Wildland Urban Interface; Seconded by Director McAdoo; Roll Call Vote; Passed Unanimously.**



**B-3 Resolution for ARPA grant**

**President Silva made a motion to adopt Resolution 2021-07: accept and appropriate a grant award- American Rescue Plan Act; Seconded by Director McAadoo; Roll Call Vote; Passed Unanimously**

**B-4 Deputy Fire Marshal Job Description – Chief O’Connor**

Chief O’Connor distributed the Fire Marshal job description materials and explained that this position was originally budgeted for a Division Chief and will now be a Captain’s rank to take on the Fire Marshal duties at a program level versus a division. Chief O’Connor stated that this position is more related to inspection and prevention with not as much overall command and administration of the district. Chief O’Connor added that he is requesting approval from the Board prior to meeting with Civil Service on January 20, 2022.

There was much discussion regarding adding the requirement to obtain ICC2/ICC Fire Plan Review certification within a year and potential for growth in rank as the position develops as opposed to an initial Division Chief rank. Chief O’Connor agreed this was all feasible and would make the discussed necessary changes prior to presenting the position to Civil Service.

**President Silva made a motion to adopt the Fire Marshal position as presented (with the discussed changes); Seconded by Director Miller; Roll call vote; Passed unanimously.**

**7. COMMITTEE REPORTS- none**

**8. STAFF / COMMITTEE REPORTS**

a. Chief’s Report - Chief O’Connor

Chief O’Connor announced the purchase of a new kitchen stove for the firefighters. He reported that Trystan Hall has been hired to perform some vehicle maintenance and will be working to obtain his EVT certification while Hughes Fire Equipment has made some repairs to E332 (aka: Shrek) and that engine should be returning to the district tomorrow.

Chief O’Connor reported 1746 Volunteer hours in November; 239 hours were at the George Rd. Station, which equates to about 10 days for the month. He commented that there is awesome dedication from the volunteers.

Chief O’Connor mentioned that the Finance Officer position is advertised on Indeed as well as our website and closes January 12, 2022.

Chief O’Connor added that the committee is working on ordering the Type 3 and Type 6 engines; however, delivery will most likely be after fire season.



b. Financial Report – Admin Mgr. Cheryl Lashbrook

Director Oliver asked for any updates regarding the CPA. Cheryl Lashbrook shared that she met with the CPA and handed over the requested documents requested and has not heard anything back. Director Oliver gave a brief update regarding the audit process the district is experiencing. There was some discussion regarding the process and how it relates to the failed merger with CFD.

**9. PUBLIC COMMENTS:**

No public comments.

**10. BOARD COMMENTS:**

Director McAdoo announced that the annual SDAO Conference will be held in February in Eugene, Oregon. He added that masks would be required, or there is a zoom option. If anyone would like to attend, contact Cheryl Lashbrook or Chief O'Connor.

**11. CORRESPONDENCE:**

Per Chief O'Connor Volunteer Association meeting minutes are now included in the Board packet.

Director McAdoo added if new board members would like hats or jackets, let Chief O'Connor know and Chief Lashbrook can make an order.

**12. COMMUNITY ITEMS:**

Chief O'Connor noted that the district participated in the Parade of Lights last weekend and received a Best in Show award. He added that somehow the engine got lost or separated from the parade route and there must have been a reason because one of the other rigs caught fire and the engine was able to put the fire out.

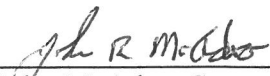
**13. NEXT MEETING**

The next meeting will be on Thursday, January 20, 2022, at 7:00 p.m.

**14. ADJOURNMENT** at 7:36 p.m.

Cheryl Lashbrook, Admin Manager

  
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Matthew Silva, President

  
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John McAdoo, Secretary/Treasure

