

Estacada Fire District #69



REGULAR BOARD OF DIRECTORS' MEETING February 18, 2021

(This meeting was recorded.)

1. **CALL TO ORDER PER ORS 192.610 TO 192.690**
 - a. **ORS 192.650 – The meeting is being recorded.**

President Silva called the meeting to order at 7:03 pm. This video recording will be available on the Estacada Fire District No. 69 (EFD) website.

2. **INVOCATION – Chaplain Mike Vermace**

Done.

3. **FLAG SALUTE**

Done.

4. **ROLL CALL:**

President - Director Matthew Silva: Present
Secretary/Treasurer - Director John McAdoo: Present
Member - Director Ken Oliver: Present
Member - Director Ed Thoreson: Present

Others in attendance:

Interim Chief Steve Abel

Clackamas Fire District #1 (CFD): Chief Fred Charlton; Finance Director Christina Day;
Battalion Chief Steve Deters; Battalion Chief Brent Olson; Facilities Director Scott Vallance;
Volunteer Association President Kirk Hambley; Volunteers Tom Benschoter and Jerry Kearny;
CFD Stations 10, 11 and 330; Chaplain Mike Vermace; and Executive Assistant Rachel Trotman.

Sandy Fire District No. 72 Fire Chief Phil Schneider

Other citizens and community members were in attendance. The full video conference roster can be provided upon request.

5. **CHANGES TO THE AGENDA**

Chief Charlton said there were no changes to the agenda. They did include an updated copy of the IGA under B-3 which includes the new second addendum.

Chief Abel said he had an update. It will be an interim Fire Chief update under the committee staff reports.

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6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JANUARY 21, 2021.

Minutes were approved by consensus as written.

7. BUSINESS ITEMS

B-1 Discussion of Board Officers

President Silva said that since they had a retirement of one of their directors, they now have the Vice President position open. They would like to fill this position.

President Silva wondered if Director Thoreson was interested.

Director Thoreson was okay with this, but said he won't be physically there, until he gets the vaccine. President Silva didn't think that would be a problem.

President Silva made a motion and Director Oliver seconded to place Director Thoreson into the Vice President position. Director McAdoo, Director Oliver, and President Silva voted yes. Director Thoreson abstained from the vote. Motion passed.

B-2 Request Board Appointment of Budget Committee Members

President Silva said that there were two positions on the Budget Committee that have expired. He said there were two individuals who have served on the Budget committee prior and are willing to continue.

President Silva made a motion and Director Thoreson seconded to appoint Karen Hovda as a Budget Committee Member. The motion passed unanimously.

President Silva made a motion and Director Thoreson seconded to appoint Hank Wheeler as a Budget Committee Member. The motion passed unanimously.

B-3 Request Board Approval of Second Addendum to IGA with Clackamas Fire District #1

Chief Charlton explained that he submitted a second addendum to the IGA with CFD, which is item B-3 in packet (also known as B-3 updated).

The first addendum was passed in January. The second addendum covers three areas of services that EFD had requested back:

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1. George Rd Station, Station 333
2. EFD records, files, and archives
3. Financial Management Services

He shared that these assets and services described in the IGA and this addendum would transfer back to EFD on or before March 1, 2021. This has been through legal counsel.

President Silva asked Interim Chief Abel if he had time to read through it and if it met their timeline. Interim Chief Abel said he hadn't read through it as he just got it this evening, but it was what was discussed.

President Silva made a motion and Director McAdoo seconded to approve the second addendum to the IGA with Clackamas Fire District #1. The motion passed unanimously.

B-4 Request Board Approval of Disbursements – Finance Director Christina Day

Finance Director Day said that the disbursement memo covers another portion of the legal consultation fees for the election in the amount of \$1,457.75. This is a 50% share of those run out legal costs.

She had an additional request that didn't make it to the board agenda. It is a reimbursement for Interim Chief Abel for some supplies he purchased, in the amount of \$2,252.22. She sent checks out for both of these items to be signed, if they approve.

Director Thoreson made a motion and President Silva seconded to reimburse Interim Chief Steve Abel for office expenses in the amount of \$2,252.22 and to approve to pay one half of the incurred cost related to the legal consultation for the election in November in the amount of \$1,457.75 to Clackamas Fire District #1. The motion passed unanimously.

Director Thoreson asked how they were doing on tax revenue compared to last year.

Finance Director Day said that they have collected more than budgeted by about \$98,000. She just received a check today for \$32,000. She can calculate the rate and get back to them.

B-5 Request Board Approval of Job Description for Administrative Manager

President Silva said that Interim Chief Abel did research and received some job descriptions that were already vetted by lawyers.

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Interim Chief Abel said he sent emails with the proposed job description and the previous job description. At their meeting, they had discussed the pay being around \$55,000. They changed it to a range of \$48,000 to \$55,000.

He spoke to Polk County Fire District and they had had four applications at that pay range, but now they are up to ten applications.

President Silva made a motion and Director Oliver seconded to approve the job description for an Administrative Manager position. The motion passed unanimously.

B-6 Request Board Approval of Job Description for Administrative Assistant

President Silva said that Interim Chief Abel did research and worked with transition team on this position.

Interim Chief Abel said that he's not asking for approval on this job description at this meeting. He just sent it out and the Board and others have not had a chance to review. The Board will need to determine if there will be any benefits with this position. It is going to be a PERS covered position.

He would like this added to the agenda for the next special Board meeting.

No vote taken. Item was tabled for the next special Board meeting.

8. BOARD INFORMATIONAL UPDATES / COMMENTS

a. Board of Director Interviews

President Silva thanked Chief Charlton for posting the director's vacancy. After Director Bresko retired, it left an open spot. They are going to interview for someone to fill this position until June 30 to finish out his term.

Interim Chief Abel shared that he received a draft description of the Board Director vacancy, but he wanted the Board to review prior to posting.

The Board requested that anyone interested in the position needs to reach out by March 1. It will be posted on the website and Facebook.

b. COVID-19 Update

Chief Charlton reported that last week, Clackamas County's risk level changed from extreme to high. Vaccinations are still a big topic as more groups are allowed access. He noted the weather was a challenge for some vaccine clinics, but this week they are back up and running.

c. Transition of Services

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Chief Charlton said that they are working closely with the EFD Transition team. That week there was also a Joint Oversight Committee meeting. These discussions led to the second Addendum to the IGA. This addendum will go before the CFD Board on Monday, Feb. 22.

Their next opportunity to work with Interim Chief Abel will be to see how CFD can help with their Firefighter Recruit Academy and how to support their training in coming months.

BC Deters said he connected with Interim Chief Abel regarding some equipment needs. They want to make sure that equipment is available when EFD needs it.

President Silva said for the academies, a lot of them are licensed to be instructors, etc. He asked if they would need help from the on-duty crews.

Interim Chief Abel didn't think so. He said they have returning volunteers and experienced people stepping up. He thought Alan Lashbrook had that under control. He'll meet with him again on Monday.

Interim Chief Abel gave an update.

Last week, they interviewed over 30 potential volunteers. He shared that the support is overwhelming. He is impressed with the community. The community members who voted no are willing to step up and help.

He reported that the transition team has been fantastic. They have gone through two separate rounds of interviews. They are not accepting all of them, for various reasons. He was impressed with Cheryl and Alan Lashbrook and the number of hours they've put in.

Interim Chief Abel explained that the Academies were full. They interviewed 30 candidates. They went from planning an Academy every other week, every other weekend, and every other Wednesday, to having to do two academies overlapping each other. Academy will now be every weekend and every Wednesday. There will be at least ten people per academy.

He noted that they have existing fire officers who want to come back. They are putting together a course for water tender operators. There is also a group of community members who want to be a part of the support team (Firewise, CPR, First Aid, etc.) so they can have a true, community fire department.

He reviewed other items he has been working on.

- PERS - confirming rates and processes to move forward.
- Medical insurance rates are confirmed. They need to discuss the options.
- Workers' compensation rates are confirmed.

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- He researched a Payroll firm and talked with many districts. He recommended moving forward with Gusto.
- Background investigations are set up with BioMed.
- He is waiting for the final costs with Adventist Occupational Health. The cost was around \$600 per person.
- Background on LGIP account.
- Talked with Dr. Stone for a Medical Director services. He hoped to meet with him the following day.
- He thanked Director Oliver for his work on QuickBooks.
- Hiring updates:
 - Had an initial meeting with civil service.
 - Researched and costs received for doing in house testing (career and fire officers).
 - Hoodland Fire has expressed interest in doing joint testing processes with separate lists but joint tests.
 - Fire Chief and Division Chief job descriptions have been updated and approved, with the pay ranges set. They need to determine benefits.
 - The Fire Chief recruitment and hiring process will go live within two weeks. No civil service action needed.
 - The Operations Chief will go live once staffing direction has been established.
 - The Board just approved the AM (Administrative Manager).
 - The Administrative Assistant will need approval.
 - He emailed IAFF Local 1159. He received a response back that evening.
 - Next week, he hoped to have the career job descriptions updated.
- He had to order additional manuals for Academy.
- He needs to order turnouts, helmets and other equipment that requires lead time.
- He finalized the medical evaluations.
- He will be advertising for the Fire Chief and Administrative Manager.

Interim Chief Abel thanked Chief Charlton and BC Deters for their help and willingness to support the training academy and the use of SCBA packs, fire apparatus, etc. He would like a special board meeting in March. Group discussion followed about potential dates. The group decided on 6:00pm on March 1, 2021 for the meeting. Chief Charlton said they can post this information as soon as they receive it from Interim Chief Abel.

9. STAFF / COMMITTEE REPORTS

a. Chief's Report

Chief Charlton had nothing additional to report.

b. Contract for Service Report

Report is as submitted.

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BC Deters reported that the training focused on rural and wildland water supply. EMS training was through Target Solutions.

In January, there were 135 calls for service.

BC Deters noted that general upkeep and maintenance was completed at Stations 330 and 333. They also checked the stations after the weather event.

BC Deters noted the following staffing for January:

Clackamas Stations

- Stn.12 (Logan Community) – 6/31
- Stn.13 (Clarkes Community) – 17/31
- Stn.18 (Eagle Creek Community) – 31/31

Estacada Stations

- Stn.333 (George Rd. Station) – 5/31
- Rehab/Water Tender Group – 14/31

He shared that the Volunteer Association had their monthly board meeting via Zoom.

The Volunteer Suppression Academy continued virtually and in-person. They are still finishing up their final, hands-on component.

The Support Academy was completed. They were scheduled to start duty shifts Feb. 15, but that was delayed because of the weather.

BC Deters said that there was a house fire over the weekend. Fortunately, it happened right at shift change so they had six crew members available to help. The homeowner stopped by and thanked them for their quick response, which was about 11 minutes.

He said that several citizens stopped by looking for water after the ice and power outage event. The station captain bought a food grade water hose to fill water containers.

Director Oliver asked about LOSAP.

BC Deters said the check was signed that night. He will send it back with Chief Charlton to get it in the mail.

BC Deters noted that last month they had a request for their bid on Sonitrol. He reached out to Logistics Director Cordes and the vendor has not provided any information back yet. He will forward the information to Interim Chief Abel once he hears back.

Discussion followed about door security.

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BC Deters will look to see if they have the two door code pieces that they removed at the beginning of the contract. They requested that the Chief's door code be changed to something different than the other doors. BC Deters will coordinate with CFD Facilities to help.

c. Financial Report

Report was as submitted.

Finance Director Day said that there was an agreement to change the web administrator for the PERS account. There was an issue with the PERS regarding accruals payouts. They were notified of this issue just last week. There is a deadline of March 3 to submit the information before there will be a penalty. Finance Director Day suggested having CFD Payroll Specialist Burns take care of that, as she knows the system. When EFD has employees under PERS, they can change the web administrator back.

Discussion followed regarding the checks that were sent out to EFD to sign. The total amount was \$140,429.09. \$109,000 of that is re-issuing all the LOSAP checks. They voided the originals. They are re-issuing the checks with part of it going to OFDDA and the rest going to five individuals.

She noted that the PERS issue is separate from the checks.

Director Thoreson asked what caused the PERS issue and wanted more background on that. Finance Director Day explained. Discussion followed about the PERS issue.

Finance Director Day apologized that the PERS information didn't get into the board packet. With the deadline of March 3 approaching, she wanted to give them the option for CFD to handle it. She added that they can certainly have someone from EFD fix it if they wish.

President Silva made a motion and Director Oliver seconded to appoint CFD Payroll Specialist Shanti Burns as their web administrator for PERS. The motion passed unanimously.

The Board then discussed the checks that were presented to them.

Director McAdoo made a motion and President Silva seconded for the Board to pay the current bills. President Silva, Director McAdoo, and Director Thoreson voted yes. Director Oliver abstained. The motion passed.

d. Joint Oversight Committee Report

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President Silva reported that they met via Zoom and talked about how CFD continues to support EFD in the transition.

Interim Chief Abel reached out to Chief Charlton regarding the need for SCBA bottles for training.

10. PUBLIC COMMENT

None.

11. CORRESPONDENCE

None.

12. COMMUNITY ITEMS

None.

13. NEXT MEETING

The next regular Board of Directors' meeting will be Thursday, March 18, 2021, at 7:00 pm by remote video conferencing.

Director McAdoo thanked Chief Charlton, BC Deters and the CFD Board for going above and beyond to help with the transition.

14. ADJOURNMENT

The meeting adjourned at 8:06 pm.

UPCOMING EVENTS:


March 1 – Special Board Meeting – 6:00 pm by remote video conferencing

March 18 – Regular Board Meeting – 7:00 pm by remote video conferencing

Rachel Trotman
Executive Assistant



President Matthew Silva



Secretary/Treasurer John McAdoo