

Estacada Fire District #69



AGENDA

REGULAR BOARD OF DIRECTORS' MEETING March 17, 2022

Meeting Location: Remote Video Conferencing

7:00 p.m.

Hi there,

You are invited to a Zoom webinar.
When: Mar 17, 2022, 07:00 PM Pacific Time (US and Canada)
Topic: Estacada Fire District Board of Directors' Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87807438335?pwd=dGdhVFfCRVQvRnE5Q0dDd1BOeS9Ddz09>

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Webinar ID: 878 0743 8335

Passcode: **039883**

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 February 17, 2022, Meeting Minutes. Accept and approve the February 24, 2022, Board Workshop Minutes. Approve bills to be paid as presented.

B-2 Copier RFP – Current copier contract expires May 16, 2021. Request for Proposals were open from February 8, 2022, through March 11, 2022. ERFD received 2 Proposals. We will need a decision whether to accept a Proposal and move forward or reject all proposals.

B-3 System Development Charge (SDC) fee

B-4 Budget Committee Vacancy

7. STAFF / COMMITTEE REPORTS

- a. Chief's Report – Chief O'Connor
- b. Financial Report – Financial Officer – Nikki Meyer

8. CORRESPONDENCE

9. BOARD COMMENTS

10. PUBLIC COMMENTS

11. COMMUNITY ITEMS

12. NEXT MEETING

The next Board Meeting will be on Thursday, April 21, 2022, at 7:00 p.m.

13. EXECUTIVE SESSION: Discussion of Labor Contract -- ORS 192.660(2)(d) and ORS 192.660(3).

14. ADJOURNMENT

Estacada Fire District #69



Minutes

REGULAR BOARD OF DIRECTORS' MEETING March 17, 2022

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** – Chaplain Patrick Lumbroso – Done.
3. **FLAG SALUTE** – Done.
4. **ROLL CALL:**

Matt Day – Present

Paul Miller – Present

Ken Oliver – Present

John McAdoo – Present

Matthew Silva – Present

Also at this meeting: Fire Chief Ian O'Connor, Deputy Chief Joseph Smith, Assistant Chief Alan Lashbrook, Financial Officer Nikki Meyer, Volunteer Support Sharon McKinney, Volunteer Firefighter Jenn King, Lieutenant Firefighter Jesse Metheny, Firefighter/EMT Nathan Shadrick, Volunteer Student Firefighter Danielle Dunn and Volunteer Student Firefighter Morgan Kester.

Zoom attendees: Volunteer Chaplain Patrick Lumbroso, Lieutenant Firefighter Ben Rollicheck, Volunteer Lieutenant Firefighter Tom Benschoter, and Volunteer Fire Corp Member and CERT Leader Dave Espinosa.

5. **CHANGES TO THE AGENDA: Add B-5 – Liaison.**

6. BUSINESS ITEMS

B-1 Consent Agenda – Accept and approve the February 17, 2022, Meeting Minutes. Accept and approve the February 24, 2022, Board Workshop Minutes. Approve bills to be paid as presented.

Director McAdoo made a Motion; Seconded by Director Oliver; to accept the Consent Agenda as presented; Roll call vote; Passed unanimously.

B-2 Copier RFP – Current copier contract expires May 16, 2021. Request for Proposals were open from February 8, 2022, through March 11, 2022. ERFD received 2 Proposals. We will need a decision whether to accept a Proposal and move forward or reject all proposals.

Fire Chief Ian O'Connor introduced Administrative Manager Cheryl Lashbrook to present the results of the Copier Request for Proposal. Cheryl Lashbrook referred to the handout titled "Agenda Item Copier RFP's" and explained that the RFPs were posted to the website and mailed to 3 prospective vendors (Ultrex, Ricoh and Pacific Office Automation) on February 8, 2022. She announced that the district received 2 proposals by the March 11, 2022, deadline: 1 from POA and 1 from Ultrex.

Cheryl Lashbrook stated that after reviewing both proposals with Chief O'Connor, there was one clear leader and that was POA since POA would pay the \$3163.55 end of lease payoff as well as the \$500 fee to remove of the old copiers. She explained both proposals, including Ultrex (explaining the unique Ultrex 3-tier fee schedule for color copies) and she answered questions regarding the proposals.

There was some discussion regarding the current POA contract, including POA handling the end-of-lease and removal fees.

Director Day asked what the harm would be if everyone had a desktop copier/fax/scanner at a cost of approximately \$300 per machine because he encounters the same issue at his office having large copiers and employees still requesting personal copiers at their desks. Cheryl Lashbrook answered that she did ask Staples to quote personal and business copiers; however, did not hear back from them and the price of a business copier is approximately \$13,000-\$26,000 to purchase. She added that if everyone had desktop printers as well, even though the purchase price is relatively low, the hidden cost of toner, supplies and maintenance would add up quickly. Director Day clarified that he was only asking regarding the purchase of desktop copiers as his business would eventually like to eliminate the larger machines in their goal to become paperless.

Director Miller asked if Ricoh responded to the RFP and Cheryl Lashbrook answered that she received an email from Ricoh stating they would not be submitting a proposal.

Director McAdoo commented that he did not believe desktop copiers would be sufficient for the photocopying needs of the fire district because he owns an all-in-one desktop copier for his home and uses a large amount of toner.

There was more discussion regarding the contract, hidden costs of desktop copiers (including IT support) and goals to become paperless.

President Silva stated that there has been much healthy discussion, agreed with Director McAdoo and commented the staff conducted their due diligence in this process. President Silva asked for a consensus since this is an operational issue and it falls within the Chief's budget to purchase copiers.

There was a general consensus to approve the Pacific Office Automation proposal.

B-3 System Development Charge (SDC) fee

President Silva commented that the district is continuing to investigate several options regarding raising funds for a future fire station as the City expands.

Chief O'Connor stated that there was much discussion regarding a possible SDC at the prior Work Session; however, there remains much follow-up that still needs to occur. He explained that while conducting research into the matter, it is like chasing a running target because of the remaining unanswered questions. Chief O'Connor commented that it should be determined the exact amount of funding needed for the project, as well as an end goal: substation versus full-station funding. He added that there was more research to be conducted regarding implementation; however, since those basic questions have not yet been determined, he cannot present any feasible solutions today.

Director Miller suggested scheduling another Work Session to define those issues. He commented that there should be discussion regarding establishing a cost to build the new station, the year to begin construction and then assigning a dollar amount and a time frame to the SDC to reach those specific goals. Chief O'Connor added that he has received good information from the City regarding implementation and agreed it is necessary to determine those numbers prior to moving forward.

There was some discussion regarding concerns over driving potential new property owners away from the City of Estacada and splitting the voter base because of the SDC. There was some discussion regarding concerns the SDC would not be sufficient for a new station, and a bond could potentially fail because citizens do not want to pay higher taxes and/or fees. There was some discussion regarding missing the chance to collect the SDC once the building permit is approved on lots.

There was much discussion regarding determining a time frame and justification for SDC charges and Director Miller stated that once the Fire District establishes an SDC, that would be the 6th SDC established, including Transportation, Water, Sewer and School SDCs.

It was decided that another Work Session would be on **Monday, March 28, 2022, at 6:00 p.m.**

B-4 Budget Committee Vacancy

President Silva stated that Director Day was recently elected to the Fire Board and that left a Budget Committee Vacancy. He explained that the Fire Board appointed Directors Miller and Oliver to recruit and interview interested parties.

Director Miller announced that 2 candidates were interviewed on March 8, 2022: Jason Franklin and Bruce LaLonde. Director Miller stated that after discussions, they chose Bruce LaLonde as the best candidate because he had prior experience serving on the School District Budget Committee and ran a successful business for many years. Director Miller added that he has not advised either party, so he will make the necessary notifications.

Director Miller made a Motion; Seconded by Director Oliver; to appoint Bruce Lalonde to the Budget Committee position; Roll call vote; Passed unanimously.

B-5 Liaison

President Silva suggested that a Director from the Fire Board attend City planning meetings as a Board Liaison to develop a rapport with the City.

Director Miller commented it had been on his mind for a couple months now and believes it is a good idea to just observe their meetings. He added that it will take a commitment since the City holds bi-monthly meetings.

Director McAdoo commented that he views all the City meetings, as well as makes comments and is well known by the City. He added that the City meets every 2nd and 4th Monday at 7:00 p.m.

Chief O'Connor noted that he initially attended City Council meetings and has attended the meetings a few times. He added that he has met with their Planning Director and has a good working relationship with Melanie Wagner, the City Manager. Chief O'Connor mentioned the new Fire Marshal will be attending the City meetings and suggested whoever becomes the Board liaison should consider attending County meetings as well.

There was a general consensus for Director Miller to decide and advise Chief O'Connor if he will be attending City Planning Meetings every 2nd and 4th Monday at 7:00 p.m. as a Board Liaison: Chief O'Connor will then advise the Fire Board.

7. STAFF / COMMITTEE REPORTS

a. Chief's Report – Chief O'Connor

Chief O'Connor reported that there were 98 calls for service in February. He referred to the pie graph in the Board Packet for more information.

Chief O'Conner announced that the sewer line has been installed at the Main Station and thanked Director Miller.

Chief O'Connor confirmed the SCBA compressor is in good shape, there is no need to hydro the big tanks, and the expected a lifespan is approximately 10 more years, unless there are unforeseen issues.

Chief O'Connor stated that a New Volunteer Recruit Academy is well underway. He noted that the Academy began on March 11, 2022, and there are 18 new Volunteer Recruits in the class. Chief O'Connor added that the Academy will be held every other weekend at 445 SE Currin St in Estacada for the next several months.

Chief O'Connor noted that the district now has 3 new Volunteer EMT's (pending NREMT testing): Jenn King Jenn Jennings and Moises Flores-Pelayo.

Chief O'Connor commented that Volunteer staffing for February 2022 was 2952 hours, and the George Station is still staffed approximately 10-11 days per month.

Chief O'Connor announced that the Deputy Fire Marshal position was offered to Sarah Poet, who accepted the position this evening. He added that Sarah is currently employed as a Deputy Fire Marshal with the Salem Fire Department, has prior OSFM experience, including prior experience with an ODF hotshot crew and she is a prior Estacada Fire volunteer. Chief O'Connor added that he believes Sarah will succeed very well here and is excited to have her join our department.

Chief O'Connor commented that we are back up to capacity after a round of Covid slowed us down last month.

Chief O'Connor noted the first EMS Case Review with Dr. Stone was recently conducted. He added that Dr. Stone conducts 2 EMS reviews per year per his contract.

Chief O'Connor reported that he recently attended a Meet & Greet with PGE and their wildfire liaison.

Chief O'Connor stated that there are continual issues with Paychex, and he is investigating providing payroll services in-house through QuickBooks.

Chief O'Connor commented that the Volunteer Association is arranging the April 30, 2022, Awards Banquet.

Chief O'Connor stated that he is working on the 2022-23 FY Budget and anticipates meeting with the Fire Board to review preliminaries soon.

Chief O'Connor announced that he received a telephone call from ISO, who will conduct a review in September. He explained that per the telephone conversation with ISO, they discussed a review, not a regrade. He added that it may be difficult to obtain information for ISO because of the gap when the merger with CFD was occurring, and clarified ISO is a rating for the community and their insurance premiums.

Deputy Chief Smith stated that he recently attended an apparatus preconstruction meeting for the Type 3 apparatus and should hear the results of that meeting by the end of next week. He added that everything is moving forward very well.

b. Financial Report – Financial Officer – Nikki Meyer

Nikki Meyer reported that the ending balances show negative because of an account access issue; however, no fees incurred, and all bills were paid.

Chief O'Connor added that even without considering our grant funding the total fund balances remains at approximately \$4,412,000 so the district remains in a good place and is doing very well going into the next fiscal year.

Director McAdoo commented that placing grant funds into the LGIP account earning interest is very helpful.

8. CORRESPONDENCE

Budget Approval Meeting for the VA and their meeting minutes were included. Director Oliver commented that he was impressed.

9. BOARD COMMENTS – Director Oliver commented that he read the VA meeting minutes, spoke with Jenn King and believes the VA is doing a great job. Director McAdoo stated that he agreed.

10. PUBLIC COMMENTS – None.

11. COMMUNITY ITEMS – Chief O'Connor commented that the Easter Egg Hunt Event is planned for the Saturday prior to Easter weekend. President Silva commented that we no longer use real eggs for the event.

There was some discussion regarding a parade and Jenn King stated she is unaware of any parade. Jenn King commented that she would reach out to the Chamber of Commerce and Director Oliver commented that he would ask Connie to determine if any parade is scheduled for the Easter Event.

12. NEXT MEETING

The next meeting will be a Board Workshop on Monday, March 28, 2022, at 6:00 p.m.
The next Board Meeting will be on Thursday, April 21, 2022, at 7:00 p.m.

13. EXECUTIVE SESSION: Discussion of Labor Contract -- ORS 192.660(2)(d) and ORS 192.660(3). – at 7:50 p.m.

Regular Session at 8:09 p.m.

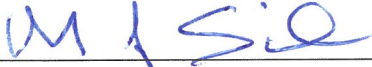
President Silva announced that 3 contract articles were addressed and discussed; however, 1 article is pending for another month.

President Silva made a Motion; Seconded by Director Oliver; to adopt the MOA concerning Acting in Capacity; Roll call vote; Passed unanimously.

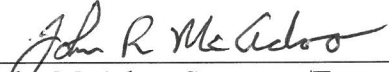
President Silva made a Motion; Seconded by McAdoo to adopt the MOA concerning paid time off; Roll call vote; Passed unanimously.

14. ADJOURNMENT – at 8:11 p.m.

Cheryl Lashbrook
Administrative Manager



Matthew Silva, President



John McAdoo, Secretary/Treasurer

