

Estacada Fire District #69



AGENDA

REGULAR BOARD OF DIRECTORS' MEETING
October 21, 2021
Meeting Location: Remote Video Conferencing

7:00 p.m.

Hi there,

You are invited to a Zoom webinar.
When: Oct 21, 2021, 07:00 PM Pacific Time (US and Canada)
Topic: Regular Board of Directors Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85203864422?pwd=aHBGQmNPbG80cWVnYWwwN2RraXdxdz09>

Passcode: **335408**

Or One tap mobile:

US: +13462487799, 85203864422#,,,,*335408# or
+17207072699,,85203864422#,,,,*335408#

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Webinar ID: 852 0386 4422

Passcode: **335408**

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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**

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4. **ROLL CALL: Matthew Silva, John McAdoo, Ken Oliver, Paul Miller, Matt Day**
5. **CHANGES TO THE AGENDA**
6. **CONSENT AGENDA**
7. **PUBLIC COMMENT**
8. **BUSINESS ITEMS**
 - B-1 **Comprehensive Crime Schedule Coverage – Steve Silva, WHA Insurance via Zoom**
 - B-2 **WUI Grant Agreement – WUI-150 for acceptance by the Board of Directors**
 - B-3 **Reserve Funds and Funding – Director Miller**
9. **COMMITTEE REPORTS**
10. **STAFF / COMMITTEE REPORTS**
 - a. Chief's Report - Chief O'Connor
 - b. Financial Report – Chief O'Connor/Admin Mgr. Cheryl Lashbrook
11. **BOARD COMMENT**
12. **CORRESPONDENCE**
13. **COMMUNITY ITEMS**
14. **NEXT MEETING**
15. **EXECUTIVE SESSION – Discussion of Labor Contract – ORS 192.660 (2)(b) and ORS 192.660 (3).**

The next meeting will be on Thursday, November 18, 2021, at 7:00 p.m.

16. **ADJOURNMENT**

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MINUTES

REGULAR BOARD OF DIRECTORS' MEETING

October 21, 2021

Meeting Location: Remote Video Conferencing

7:00 p.m.

1. **CALL TO ORDER PER ORS 192.610 TO 192.690** – at 7:10 p.m.
 - a. **ORS 192.650** – The meeting is being recorded.
2. **INVOCATION** – by Chaplain Patrick Lumbroso.
3. **FLAG SALUTE** – Done.
4. **ROLL CALL:**

Matthew Silva – Present.

John McAdoo – Present via Zoom.

Ken Oliver – Present.

Paul Miller – Present.

Matt Day – Present.

Also present at this meeting: Fire Chief Ian O'Connor, Battalion Chief Alan Lashbrook, Lieutenant Tom Benschoter, Lieutenant Benjamin Rollicheck, Firefighter/Paramedic Timothy Traudt, Firefighter/EMT Tyler Troutman, and Support Volunteer Sharon McKinney.

Present via Zoom remote video conferencing: WHA Insurance Steve Silva, Director John McAdoo, CERT - David Espinosa, Edwin Thoreson, Young, and Mike Platz.

5. **CHANGES TO THE AGENDA** – None.
6. **CONSENT AGENDA**
 - a. Pay bills
 - b. Minutes from September 16, 2021

Director Miller made a Motion; seconded by Director Oliver to pay bills; Roll call vote; passed unanimously.

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Chief's Report:

Chief O'Connor reported that Joseph Smith has accepted the Deputy Chief position and begins full-time employment with the district on November 1, 2021. Mike Alderman was hired as the part-time Interim Fire Marshal.

Chief O'Connor commented that he only had to issue four individuals a Leave of Absence due to the Covid mandates.

Chief O'Connor noted that there was a significant fire on Tumala Mountain Road at the end of September and most recently our department responded to an excavator fire.

7. BUSINESS ITEMS:

B-1 Comprehensive Crime Schedule Coverage – Steve Silva, WHA Insurance via Zoom

Steve Silva, Loss Control and Field Service Agent for WHA Insurance, spoke regarding the district's current Comprehensive Crime Schedule Coverage Insurance. He explained that each year, he will make recommendations to districts if he sees something that needs attention and in going over the Crime Bond, he noticed the district is currently at a \$25,000 limit and he recommended increasing the coverage to a \$100,000 limit.

Mr. Silva explained that the minimum requirement by ORS is \$10,000, which the district is meeting, and the maximum coverage can be whatever level the Board chooses; however, WHA has noticed the \$100,000 mark of coverage seems to be a comfortable number and that is what WHA insurance recommends for the Crime Bond. Mr. Silva discussed that the Crime Bond primarily protects the district's finances from embezzlement, theft of funds and fraud. Mr. Silva stated that the district currently pays an annual fee of \$255 for the \$25,000 Crime Bond coverage.

Director Day asked if the coverage would compound from one year into the next year if it became necessary for the district to file a claim and after much discussion, Mr. Silva determined that it was necessary for him to check and report back to the district regarding that issue. Mr. Silva will also work up calculations for the annual cost to the district in increase of coverage intervals from 50,000, 75,000 and 100,000.

B-2 WUI Grant Agreement – WUI-150 for acceptance by the Board of Directors

Chief O'Connor declared that this grant is the final result after it began as a House Bill in May with a telephone call that Director McAdoo handled. It then fell out House Bill funding, was taken up by our State Representative who brought it to the Governors' Office, who ultimately directed the State Fire Marshal to fund our project.

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Chief O'Connor explained that after some conversations with the State Fire Marshal, it was determined the easiest way to make this happen was to include it in emergency funding out of the Wildland Urban Interface grant funding program. The grant is for the total amount of \$1,149,500 and the Board needs to formally accept the grant.

Chief O'Connor mentioned that the grant includes most of the items that were originally requested including a type 6 brush engine, a type 3 interface engine, a water tender, hose, chainsaws, personal protective equipment, mobile radios, portable radios, and other items.

Director Miller raised concerns regarding quotes and the prices being more expensive in today's market; as well as continuing to support the Conflagration Act. Chief O'Connor explained the process of spending grant funding on the project; however, the district is not committed to purchase every item and if a price goes over the amount, that is the responsibility of the district to make up the difference. Chief O'Connor added that he believed Chief Abel did a good job at making it fit based on conversations he has had with some manufacturers.

Director Day asked how long the district will have to purchase the items and Chief O'Connor answered that he would not know until he receives the final details, but he believes 2 years and a budget amendment would be necessary. Chief O'Connor mentioned he is also anticipating another grant award through House Bill funding for \$285,000 for equipment that will be included as part of the amendment.

Director Day asked where the district will store the equipment and Chief O'Connor commented he had ideas, including having a conversation with Colton Fire, who is short a water tender, and our district could house a water tender at Elwood and joint volunteer staff that station.

President Silva made a motion; seconded by Director Miller; to accept the WUI grant in the total amount of \$1,149,500; Roll call vote; passed unanimously.

B-3 Reserve Funds and Funding – Director Miller

President Silva commented that he spoke with Director Miller and believes it is now time for a healthy discussion to visit reserve funding without having to rely on levies or bonds. There was some discussion, including the need to look at historical data, costs, district needs, population growth, and the need for a new station, or building.

Chief O'Connor commented that it would be necessary to designate a capital reserve fund and believes that fund currently contains \$100,000. Chief O'Connor stated that the Fire Marshal is looking at new construction impact fees as a result of the new subdivisions.

There was much discussion regarding new construction and the pros and cons of imposing fees on new subdivisions. Director Oliver asked if we could put together a

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workshop and President Silva suggested by the end of this year or the beginning of next year, a work session should be established to discuss some of these items.

8. COMMITTEE REPORTS

9. STAFF/COMMITTEE REPORTS

- a. Chief's Report – Chief O'Connor: -- (See #6)
- b. Financial Report – Cheryl Lashbrook:

Cheryl Lashbrook provided the financial report and noted that she produced a P&L statement for the month of September because she was able to reconcile all the accounts in QuickBooks. There are some bugs in the report, but she should be able to work them out by the next report. The other issue is that the bank statement for the General Operating Account does not arrive until the Monday prior to the Board Meeting, so it literally leaves only hours to compile all the reports for the Board packet.

10. PUBLIC COMMENTS—None.

11. BOARD COMMENTS:

Director Miller asked about if there were any updates regarding the audit and Chief O'Connor answered that it was delayed because of their request, and we do not have any updates.

Director Day commented good job on the grant. President Silva extended a special thank you to Director McAdoo and all the hard work he put into the grant. Director McAdoo asked Chief O'Connor if he received the \$285,000 grant and Chief O'Connor answered he is expecting to hear any day.

12. CORRESPONDENCE – None.

13. **COMMUNITY ITEMS** – Chief O'Connor mentioned that the district is busy with football games and homecoming parades.

14. **EXECUTIVE SESSION – at 20:15 pm for Discussion of Labor Contract – ORS 192.660 (2)(d) and ORS 192.660 (3).** – returned to Regular Session at 21:50 p.m.

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15. NEXT MEETING

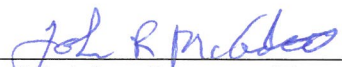
The next meeting will be on Thursday, November 18, 2021, at 7:00 p.m.

16. ADJOURNMENT – at 21:51 p.m.

Cheryl Lashbrook
Administrative Manager

 11-18-21

Matthew Silva, President



John McAdoo, Secretary/Treasurer

