



**Special Board of Directors' Meeting**  
**Monday March 1, 2021**  
**Meeting Location: Remote Video Conferencing**

**6:00 p.m.**

**AGENDA**

To attend the meeting, please join via ZOOM Meeting

**Join Zoom Meeting**

<https://zoom.us/j/94967963284>

Meeting ID: 949 6796 3284

One tap mobile

+16699009128,,94967963284# US (San Jose)

+12532158782,,94967963284# US (Tacoma)

Call In # 1 253-215-8782 (Tacoma)

**1. CALL TO ORDER PER ORS 192.610 to 192.690**

- a. ORS 192.650- The meeting is being recorded

**2. INVOCATION**

**3. FLAG SALUTE**

**4. ROLL CALL:** Matthew Silva, John McAdoo, Ken Oliver, Ed Thoreson

**5. CHANGES TO THE AGENDA**

**6. OPEN SESSION BUSINESS ITEMS**

**B-1 Vacant Fire Board Position**

**Background:** The Board of Directors for Estacada Fire District No. 69 (EFD) declared a board vacancy beginning January 1, 2021. There is an immediate opening for a Board of Director, Position 3, who would fill this role until June 30, 2021, unless they apply for the position and are successful during the May 18, 2021 Special District Election. This vacancy was advertised on the District web page with instructions to contact Interim Fire Chief Steve Abel by March 1 to be considered for this appointment.

**Action Requested:** Review e-mails from interested parties and take action if appropriate.

**B-2 Memorandum of Understanding [MOU] with IAFF Local 1159**

Background: A MOU was sent to IAFF Local 1159 for their consideration regarding the expired status of the Collective Bargaining Agreement with Estacada Fire District, and outlining our intention to establish wages, benefits, and schedules for newly hired career Fire Lieutenants and Firefighters. We also agree that Local 1159 may meet with our eligible career staff for the purpose of representing them and the District would enter into the collective bargaining process after July 1, 2021. If Local 1159 agrees with the MOU, the Fire Board should also take action.

Action Requested: If the MOU is approved by Local 1159, for the Fire Board to also approve and authorize the Interim Fire Chief to proceed with the process to hire career staff. If Local 1159 does not agree with the MOU, then provide direction to the Interim Fire Chief.

**B-3 Administrative Assistant Job Description**

Background: A DRAFT position description, as well as salary and benefit information was presented to the Fire Board at the February 18<sup>th</sup> Regular Fire Board meeting. No action was requested in order to allow the Fire Board to review and consider the direction in which they wish to proceed with regards to wages and potential benefits.

Action Requested: Consider the DRAFT job description and discuss wages/benefits and provide direction to the Interim Fire Chief.

**B-4 Salary and Benefits for Fire Lieutenants and Firefighters**

Background: If the Board provides direction to proceed with recruiting and hiring on-shift career staff, initial salary and benefit packages need to be considered and approved.

Action Requested: Review worksheets, discuss and provide direction to the Interim Fire Chief. If more time is needed to review and consider the information, the Fire Board may want to consider a Special Fire Board meeting prior to March 18<sup>th</sup> so advertising and recruitment may start.

**B-5 DRAFT Transition Budget**

Background: As we continue with the transition period, the Fire Board should consider an operating budget relating to Personnel Costs as well as Materials the Services costs. Clackamas Fire District 1 has estimated our ending fund balance as of June 30<sup>th</sup> to be between \$1.7m and \$1.8m. We know that we will need approximately \$1.1m as a starting balance on July 1 to fund expenses prior to tax revenues being received, as well as to fund contingencies. Because a transition budget was not considered in this fiscal year's operating budget, a Supplemental Budget will need to be considered and approved prior to June 30- with the recommendation that a Supplemental Budget be acted upon in May 2021.

Action Requested: Review the DRAFT Transition Budget, consider any recommendations from the Transition Committee and provide direction to the Interim Fire Chief.

**B-6 Interim Fire Chief Status**

Background: The Interim Fire Chief has been providing services without a contract since January 25<sup>th</sup>. Due to liability insurance concerns, the recommended course of action is to hire an Interim Fire Chief as an employee of the Fire District. A DRAFT employment contract has been drafted by the Fire District's legal counsel for consideration by the Interim Fire Chief and the Fire Board.

Action Requested: Consider the employment agreement, discuss and take action.

**B-7 Approve Bills**

**7. BOARD INFORMATIONAL UPDATES/COMMENTS**

**8. STAFF COMMENTS**

**9. NEXT MEETING DATE:**

The next Board of Directors' meeting is Thursday, March 18, 2021 at 7:00 p.m. via remote video conferencing

**10. ADJOURN**





# Special Board of Directors' Meeting

Monday March 1, 2021

Meeting Location: Remote Video Conferencing

6:00 p.m.

## MINUTES

1. **CALL TO ORDER PER ORS 192.610 to 192.690 – at 6:00 p.m.**
  - a. ORS 192.650- The meeting is being recorded.

2. **INVOCATION –**

3. **FLAG SALUTE – Done.**

4. **ROLL CALL:**

Matthew Silva – Present

John McAdoo – Present

Ken Oliver – Present (via Zoom)

Ed Thoreson. – Present (via Zoom)

5. **CHANGES TO THE AGENDA – None.**

**B-5.5 New Business – Silva discussed**

**A) Motion to pay Daily Dispatch \$405**

**President Silva made a motion and Director Oliver seconded to write a check to Daily Dispatch for \$405**

**The motion passed unanimously**

**B) Motion to pay Steve expenditures of \$9,660.31**

**President Silva made a motion and Director Thoreson seconded to pay expenditures to Steve for \$9,660.31**

**The motion passed unanimously**

**C) Motion to pay Steve LLC \$13,938.00**

**President Silva made a motion and Director Thoreson seconded to pay Steve LLC \$13,938.00**

**The motion passed unanimously**

**NOTE – Employment on 3.8.21**

**6. OPEN SESSION BUSINESS ITEMS**

**B-1 Vacant Fire Board Position**

**Background:** The Board of Directors for Estacada Fire District No. 69 (EFD) declared a board vacancy beginning January 1, 2021. There is an immediate opening for a Board of Director, Position 3, who would fill this role until June 30, 2021, unless they apply for the position and are successful during the May 18, 2021 Special District Election. This vacancy was advertised on the District web page with instructions to contact Interim Fire Chief Steve Abel by March 1 to be considered for this appointment.

**Action Requested:** Review e-mails from interested parties and take action if appropriate.

**B-2 Memorandum of Understanding (MOU) with IAFF Local 1159**

**Background:** A MOU was sent to IAFF Local 1159 for their consideration regarding the expired status of the Collective Bargaining Agreement with Estacada Fire District, and outlining our intention to establish wages, benefits, and schedules for newly hired career Fire Lieutenants and Firefighters. We also agree that Local 1159 may meet with our eligible career staff for the purpose of representing them and the District would enter into the collective bargaining process after July 1, 2021. If Local 1159 agrees with the MOU, the Fire Board should also take action.

**Action Requested:** If the MOU is approved by Local 1159, for the Fire Board to also approve and authorize the Interim Fire Chief to proceed with the process to hire career staff. If Local 1159 does not agree with the MOU, then provide direction to the interim Fire Chief.

**President Silva made a motion and Director Thoreson seconded to adopt MOU**

**The motion passed unanimously**

**B-3 Administrative Assistant Job Description**

**Background:** A DRAFT position description, as well as salary and benefit information was presented to the Fire Board at the February 18<sup>th</sup> Regular Fire

Board meeting. No action was requested in order to allow the Fire Board to review and consider the direction in which they wish to proceed with regards to wages and potential benefits.

Action Requested: Consider the DRAFT job description and discuss wages/benefits and provide direction to the Interim Fire Chief.

**President Silva made a motion and Director Thoreson seconded to adopt position description for the Admin Assistant job with wages \$17.50 - \$25.60 per hr.**

**The motion passed unanimously**

#### **B-4 Salary and Benefits for Fire Lieutenants and Firefighters**

Background: If the Board provides direction to proceed with recruiting and hiring on shift career staff, initial salary and benefit packages need to be considered and approved.

Action Requested: Review worksheets, discuss and provide direction to the Interim Fire Chief. If more time is needed to review and consider the information, the Fire Board may want to consider a Special Fire Board meeting prior to March 18<sup>th</sup> so advertising and recruitment may start.

#### **B-5 DRAFT Transition Budget**

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Action Requested: Review the DRAFT Transition Budget, consider any recommendations from the Transition Committee and provide direction to the Interim Fire Chief.

#### **Consensus**

Transition – Supplemental Budget – April

Use Transitional Budget as a roadmap

**B-6 Interim Fire Chief Status**

Background: The Interim Fire Chief has been providing services without a contract since January 25<sup>th</sup>. Due to liability insurance concerns, the recommended course of action is to hire and Interim Fire Chief as an employee of the Fire District. A DRAFT employment contract has been drafted by the Fire District's legal counsel for consideration by the Interim Fire Chief and the Fire Board.

Action Requested: Consider the employment agreement, discuss and take action.

**B-7 Approve Bills - Done**

**7. BOARD INFORMATIONAL UPDATES/COMMENTS –**

**8. STAFF COMMENTS/UPDATES**

Checks vs electronic

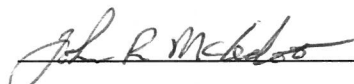
**9. NEXT MEETING DATE:**

The next regular Board of Directors' meeting is Monday, March 8, 2021 at 6:00 p.m. via remote video conferencing.

**10. ADJOURN at 1915**



Matthew Silva, President



John McAdoo, Treasurer