

Estacada Fire District #69



AGENDA

REGULAR BOARD OF DIRECTORS' MEETING January 20, 2022

Meeting Location: Remote Video Conferencing

7:00 p.m.

Hi there,

You are invited to a Zoom webinar.
When: Jan 20, 2022, at 07:00 PM Pacific Time (US and Canada)
Topic: Estacada Fire Regular Board of Directors' Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85082102044?pwd=djJXSXRUeGVvY0w5ZzZ1bm9RaXlIZz09>

Passcode: 452883

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Webinar ID: 850 8210 2044

Passcode: 452883

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 December 16, 2021, and January 8, 2022, Workshop Minutes. Approve bills to be paid as presented. Sign OHA Letter.

B-2 SCBA purchase – Lt. Rollicheck.

B-3 Budget Committee Vacancy

7. STAFF / COMMITTEE REPORTS

- a. Chief's Report - Chief O'Connor
- b. Financial Report – Admin Mgr. Cheryl Lashbrook

8. CORRESPONDENCE

- a. Thank you from Estacada Football Team

9. BOARD COMMENTS

10. PUBLIC COMMENTS

11. COMMUNITY ITEMS

12. NEXT MEETING

The next meeting will be on Thursday, February 17, 2022, at 7:00 p.m.

13. ADJOURNMENT

Estacada Fire District #69



Minutes

REGULAR BOARD OF DIRECTORS' MEETING January 20, 2022

Meeting Location: Remote Video Conferencing

7:00 p.m.

1. **CALL TO ORDER PER ORS 192.610 TO 192.690** – at 7:01 p.m.
 - a. **ORS 192.650** – The meeting is being recorded.
2. **INVOCATION** – by Chaplain Nita Hoops via Zoom
3. **FLAG SALUTE** – Done.
4. **ROLL CALL:**

Matt Day – Present

Paul Miller – Present

Ken Oliver – Present via Zoom

John McAdoo – Present

Matthew Silva – Present

Also present at this meeting: Fire Chief Ian O'Connor, Deputy Chief Joseph Smith, Assistant Chief Alan Lashbrook, Volunteer Firefighter/Volunteer Association President: Jennifer King, Volunteer Firefighter Axel O'Connor, Student Firefighter Caylee Forsythe, Firefighter/EMT Tyler Troutman, Firefighter/Paramedic Tim Traudt, Firefighter/Lieutenant Benjamin Rollicheck, Volunteer Support Sharon McKinney, Chaplain Nita Hoops via Zoom, Volunteer EMT/Lieutenant Tom Benschoter via Zoom and Ed Thoreson via Zoom.

CHANGES TO THE AGENDA:

None.

5. BUSINESS ITEMS:

- B-1 Consent Agenda:** Accept and approve the December 16, 2022, Minutes; Accept and approve the January 8, 2022, Board Work Session Minutes. Approve bills to be paid as presented. Sign Letter addressing the OHA regarding the mask mandate.

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

B-2 SCBA Purchase – Lieutenant Rollicheck

Chief O'Connor introduced Lieutenant/Firefighter Benjamin Rollicheck and stated that he asked Lieutenant Rollicheck to present the following information regarding the purchase of SCBA equipment for the sake of professional development.

Lt. Rollicheck handed out an informational packet and presented a slide show to the group reporting the district currently only possesses 11 SCBA air packs. Lt. Rollicheck proposed purchasing 10 – MSA G1 4500OSI Fire Service SCBA air pack assemblies, 10 – MSA G1 face masks, 20 – MSA G1 4500PSI 45-minute SCBA air bottles and 1 – MSA G1 Rechargeable Battery Pack for a total cost of \$85,244 from LN Curtis. He explained that there are more firefighters and apparatus than there are air packs; therefore, per OSHA requirements, the George engine (aka E332/Shrek) air packs would not sufficiently support a full crew if there were a call to a Residential Fire in the area.

President Silva commented that each face mask is fit tested to the individual (not shared) and Chief O'Connor added that the district is required by OSHA to provide each individual with their own mask.

There was some discussion whether the SCBA purchase would qualify for grant funding and Chief O'Connor explained the SCBA purchase would be from capital outlay since initially the district anticipated replacing a vehicle, which is now being grant funded so now the SCBA can be purchased instead. There was more discussion regarding this issue.

Director Miller asked about the lifespan of SCBA air packs and Lt. Rollicheck answered approximately 15 years and added that the current SCBA's were purchased in 2018 and 2019. Director Miller stated he had an issue purchasing a large number of air packs at once and Chief O'Connor explained typically air packs are replaced at the same time because technology must remain consistent, especially with SCBA air packs. There was much continued discussion regarding the purchase of SCBA from the capital budget.

Director McAdoo made a Motion; Seconded by Director Miller; to allow Chief O'Connor authority to spend \$85,244 of Capital funds for the purchase of SCBA; Roll call vote; Passed unanimously.

B-3 Budget Committee Vacancy

President Silva commented that he felt the vacancy should be advertised in the local newspaper and on the website (as has been accomplished in past practice). He asked other members of the Board to encourage known financial individuals to apply and, at the February 17, 2022, Board Meeting there should be a list of candidates provided and the appointment of 2 Board Members to interview those candidates. President Silva concluded that an appointment should be determined by the March 17, 2022, Board Meeting. Director Miller commented that he already spoke with one individual.

There was General Consensus received regarding the above guidelines.

6. COMMITTEE REPORTS – None.

7. STAFF / COMMITTEE REPORTS

a. Chief's Report - Chief O'Connor

Chief O'Connor stated that he would like to add to the report that he conducted 4 interviews for the Financial Officer vacancy on Tuesday, January 18, 2022, and offered the position to Nikki Meyer. He commented that it was a great interview, and she has an extensive background in fire department finance, office and administration and has a tentative start date of February 2, 2022.

Chief O'Connor reported that Civil Service granted approval to advertise the Deputy Fire Marshal position today, so he is hoping to complete the process by early March and have the individual on board by April 1, 2022.

Chief O'Connor mentioned that the district will soon be ending our current copier/printer/scanner lease and will have new potential vendor options by the March 17, 2022, Board Meeting,

Chief O'Connor commented that the public accountant is continuing to work with the district's finances from the Clackamas/Estacada changeover. He noted that two weeks has turned into a month; however, the Secretary of State granted the district an extension through March 31, 2022.

Chief Smith handed out information sheets and explained that the small committee he was involved with assisted in determining the purchase of a Type 6 Brush Unit, a Type 3 Interface, and a Water Tender through the Wildland Urban Interface grant.

Chief Smith reported that the committee spoke with several agencies and selected Cascade Fire Equipment for the building and purchase of the Type 6 Brush Unit. Chief Smith explained the details and produced the purchase order stating the immediate need for a down payment for the chassis. He also provided blueprints for the Type 3 Engine, and Water Tender. Chief Smith commented that the goal is delivery by December 2022 or early 2023.

Director Day asked how much time is available to spend the grant funds and Chief O'Connor answered initially he believed it was 2 years; however, he now believes the district has 3-4 years to spend the grant funds.

Chief Smith answered several general questions regarding the specifications of the apparatus and asked for two signatures on the prepared \$60,000 check as a down-payment to buy our place in line with Cascade Fire Equipment. Chief O'Connor explained that it is already approved through the prior Resolution.

b. Financial Report – Admin Mgr. Cheryl Lashbrook

Cheryl Lashbrook shared that she added grant income to the Financial Statement and beginning in February, the monthly PGE rate is increasing from \$806 to \$929 for the Main Station/Admin and from \$141 to \$266 for the George Station.

Director Day commented good job on the Budget Variance Report.

8. CORRESPONDENCE:

Chief O'Connor shared the Estacada High School Football Team sent a Thank-You card for our Firefighters participating in standbys at their games.

9. PUBLIC COMMENTS:

None.

10. BOARD COMMENTS:

Director McAdoo reported that the OFDDA Conference will no longer be presented in-person. The conference will now be conducted via Zoom only.

11. COMMUNITY ITEMS:

12. NEXT MEETING

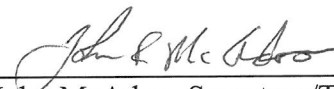
The next meeting will be on Thursday, February 17, 2022, at 7:00 p.m.
Work Session the Following Thursday, February 24, 2022, at 6:00 p.m.

13. ADJOURNMENT at 7:37 p.m.

Cheryl Lashbrook, Admin Manager



Matthew Silva, President



John McAdoo, Secretary/Treasure

