



**Board Packet**  
**May 19, 2022**



# Estacada Fire District #69



## AGENDA

### REGULAR BOARD OF DIRECTORS' MEETING May 19, 2022

**Meeting Location: Remote Video Conferencing**

**7:00 p.m.**

Hi there,

You are invited to a Zoom webinar.  
When: May 19, 2022, 07:00 PM Pacific Time (US and Canada)  
Topic: ERFD Regular Board of Directors' Meeting

Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/82865594239?pwd=RjVjSzBsWXZURkpreEg2YUE3dXdjQT09>

Passcode: **503531**

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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 –**
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 April 21, 2022, Meeting Minutes. Accept and approve the April 28, 2022, Special Meeting Minutes. Accept and approve the April 28, 2022, Budget Committee Meeting Minutes. Approve bills to be paid as presented.

**B-2 Volunteer LOSAP – Updated Resolution 22-08**

**B-3 Budget Hearing—To Adopt the ERFD FY22-23 Budget**

**B-4 Resolution 22-09 – To Adopt the 22-23FY Budget, Appropriating Funds, Imposing & Categorizing Taxes**

**7. STAFF / COMMITTEE REPORTS**

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

**8. PUBLIC COMMENTS**

**9. BOARD COMMENTS**

**10. CORRESPONDENCE**

**11. COMMUNITY ITEMS**

**12. CLOSED EXECUTIVE SESSION – ORS 192.660(2)(d) thru 192.660(7)(a), (b). –  
Fire Chief Annual Performance Review**

**13. NEXT MEETING**

The next Regular Board of Directors’ Meeting will be held on June 16, 2022, at 7:00 p.m.

**14. ADJOURNMENT**



# Estacada Fire District #69



## Minutes

### REGULAR BOARD OF DIRECTORS' MEETING April 21, 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 Brent Dodrill – 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, Financial Officer Nikki Meyer, and Deputy Fire Marshal Sarah Poet.

**Zoom attendees:** Assistant Fire Chief Alan Lashbrook, Support Lisa Youngberg, Lieutenant Tom Benschoter, Lieutenant Benjamin Rolichcheck, Sharon M, and CERT Coordinator/Fire Corp David Espinosa.

5. **CHANGES TO THE AGENDA:** None.
6. **BUSINESS ITEMS**

**B-1 Consent Agenda** – Accept and approve the March 17, 2022, Meeting Minutes. Accept and approve the March 28, 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.**

## 7. STAFF / COMMITTEE REPORTS

### a. Chief's Report – Chief O'Connor

Chief O'Connor reported that there were 114 incidents in March, including 3 fire incidents and 7 MVA's (Motor Vehicle Accidents)—2 of which required extrication. He added that 80% of the call volume was for medical response, as usual.

Chief O'Connor announced that the district was awarded \$30,000 from the manager of the Faraday Dam Project to purchase rope, water, and technical rescue equipment. He commented that Deputy Chief Smith and Lieutenant Metheny will work on that project to ensure that equipment procurement and training are complete.

Chief O'Connor stated that E332 was sent to True North for repair of a failed tank and plumbing issue. He mentioned the parts are covered under warranty so the repair cost should only include labor.

Chief O'Connor noted that the stainless-steel sink has arrived for the apparatus bay so the sewer line repair Director Miller assisted in completing can be finalized.

Chief O'Connor reported that Personal Protective Equipment access continues to remain problematic. He commented that backordered PPE from June of 2021 is now arriving and if this trend continues, it will be a hindrance to the district next fiscal year. President Silva asked if issues obtaining PPE were due to Covid impacts and Chief O'Connor answered those issues were partially due to Covid, as well as overseas trade policies, among a number of other factors.

Chief O'Connor announced that Lieutenant Hadeed applied to Volunteer Fire Assistance asking for a \$10,000 grant for fire shelters.

Chief O'Connor commented that the Volunteer Firefighter Recruit Academy continues into its fifth week with 15 remaining Recruits.

Chief O'Connor stated that EMR training concluded, and the district now has 12 certified Emergency Medical Responders. He added that 6 Volunteers recently completed their EMT requirements and either have or will obtain certification soon.

Chief O'Connor reported a total of 6074 volunteer hours for February 2022, and volunteering continues to remain strong. He commented that 564 of those volunteer hours were at the Estacada Main Station and 191 hours were at the George Road Station so volunteers continue to staff the equivalent of every other weekend at the George Station.

Chief O'Connor introduced Deputy Fire Marshal Sarah Poet. Deputy Fire Marshal Poet commented that she just finished HIZ (Home Ignition Zone) training, and it was a good class.

Chief O'Connor reported that the last few months has been occupied with preparing the 22-23 Fiscal-Year Budget and will send a preliminary copy to the Board of Directors and Budget

Committee Members tomorrow. He added that as of April 4, 2022, all employment positions have been filled.

Chief O'Connor stated that he recently returned from the National Fire Academy and made academy history by having a father and 2 sons from the same department in the same class. He added that he was able to have lunch with the NFA Superintendent, Eriks Gabliks, a former DPSST Director. Chief O'Connor added that he recently attended the IMT conference and is expecting a busy fire season.

Chief O'Connor announced that Estacada Fire is sponsoring a Clackamas County Emergency Management and OSFM event named a Community Wildfire Preparedness meeting on May 26, 2022, at the Main Station. He explained that Deputy Fire Marshal Sarah Poet has been working with him regarding the details and although the Agenda was not quite complete, the intent of the event is for the community to gain knowledge and skills regarding evacuations, wildfire preparedness, etc.

Chief O'Connor commented that the Awards Banquet will be Saturday, April 30, 2022, at 6:00 p.m.

**b. Financial Report – Financial Officer – Nikki Meyer**

Nikki Meyer commented that the financial report remains as presented and she has been working with Chief O'Connor to move some items around that represent correct funding allocations. There was some discussion regarding going over budget in the line item of PPE and Chief O'Connor explained that since only 8 sets of turnouts were budgeted, the department had to purchase many more; and overall, the Materials and Services category will remain within the budget by the end of the fiscal year.

Director Day asked if overages in the category of Insurance and Benefits was due to hiring more staff and Chief O'Connor answered that was most likely because of the contract. Nikki Meyer explained that the category may not be reflected in red by next month because she has been moving funds that have not been allocated into the correct categories. Chief O'Connor added that the reason the funds are being reallocated is because the manner in which the system was initially set up was not optimal for our department and that issue is now being addressed.

**8. PUBLIC COMMENTS – None.**

**9. BOARD COMMENTS –**

Director Oliver shared that he received an update from CFD regarding the final payment for their contract for services and CFD is verbally in agreement as he awaits an official email from their CFO. He is hoping to complete the final transaction by next month.

**10. CORRESPONDENCE – None.**

**11. COMMUNITY ITEMS**

Chief O'Connor commented that the Easter Egg Hunt was a great success.

Director McAdoo announced that on May 7, 2022, from 7:00 a.m. to 11:00 a.m., the Springwater Grange will hold the last Community Breakfast until next September at a cost of \$7 per person. He added that the Springwater Grange has an excellent Strawberry Shortcake Festival on the 2<sup>nd</sup> Saturday in June if anyone would like to attend.

Director McAdoo commented that the Community Breakfast the Clackamas Valley Baptist Church offers is always great to attend for free every 3<sup>rd</sup> Saturday from 8:00 a.m. to 11:00 a.m.

**12. NEXT MEETING**

There will be a Budget Committee Meeting on Thursday, April 28, 2022, at 6:00 p.m.

The next Board Meeting will be on Thursday, May 19, 2022, at 7:00 p.m.

**13. ADJOURNMENT – at 7:19 p.m.**

Cheryl Lashbrook  
Administrative Manager

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Matthew Silva, President

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John McAdoo, Secretary/Treasurer

# Estacada Fire District #69



## MINUTES

### SPECIAL BOARD OF DIRECTORS' MEETING April 28, 2022

1. **CALL TO ORDER PER ORS 192.610 TO 192.690 – at 5:46 p.m.**
  - a. **ORS 192.650 – The meeting is being recorded.**
2. **INVOCATION – by Director McAdoo**
3. **FLAG SALUTE -- Done**
4. **ROLL CALL:**

**Matt Day—Present**  
**Paul Miller—Present**  
**Ken Oliver—Present**  
**John McAdoo—Present**  
**Matthew Silva—Present**

**Also present at this meeting:** Michael Silva, Financial Officer Nikki Meyer, Deputy Chief Joseph Smith, and Assistant Chief Alan Lashbrook  
Zoom: SMC

#### 5. **BUSINESS ITEMS**

##### **B-1 Appointment of Budget Committee Member**

President Silva explained that one of the Budget Committee Members no longer wished to remain on the committee; therefore, a last-minute Budget Committee Member position became available. President Silva confirmed with Director Miller that the recently interviewed applicant for another Budget Committee Member position was no longer interested. President Silva commented that Michael Silva had history with Estacada Fire, owns 2 homes in town, and offered to fill the gap this year.

**Director Miller made a Motion; Seconded by Director Oliver to appoint Michael Silva as a Budget Committee Member; Roll Call Vote; Motion passed 4-0 (President Silva abstained due to family conflict of interest).**

**6. ADJOURNMENT** – at 5:49 p.m.

Cheryl Lahsbrook  
Administrative Manager

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Matthew Silva, President

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John McAdoo, Secretary/Treasurer



# Budget Committee Meeting

Thursday April 28, 2022

Meeting Location: Remote Video Conferencing

6:00 p.m.

## MINUTES

1. **CALL TO ORDER PER ORS 192.610 to 192.690** – at 6:11 p.m.
  - a. ORS 192.650- The meeting is being recorded
2. **INVOCATION** – by John McAdoo
3. **FLAG SALUTE** – Done.
4. **ROLL CALL:**

**Paul Miller**—Present

**Matt Day**—Present

**Ken Oliver**—Present

**John McAdoo**—Present

**Matthew Silva**—Present

**Karen Hovda**—Absent

**Bruce LaLonde**—Present

**Maureen Stevens**—Absent

**Michael Silva**—Present

**Also present at this meeting:** Financial Officer Nikki Meyer, Deputy Chief Joseph Smith, Assistant Chief Alan Lashbrook, Lieutenant Jesse Metheny

**Also present via Zoom:** SMC, Lieutenant Benjamin Rollicheck

President Silva noted that 7 members are present; therefore, a quorum is recognized.

## 5. CHANGES TO THE AGENDA

**Add B-1.2**—Appointment of a Budget Officer.



## 6. OPEN SESSION BUSINESS ITEMS

### B-1 Appointment of Budget Committee Chair

Background: The Budget Committee needs to have a chairperson appointed.

Action requested: Nominate and elect chairperson

**Director McAdoo made a Motion; Seconded by Director Miller; to appoint Matthew Silva as Budget Committee Chair; Roll Call Vote; Passed unanimously.**

### B-1.2 Appointment of Budget Officer

Background: The Budget Committee needs to have a Budget Officer appointed.

Action Requested: Nominate and elect Budget Officer.

**President Silva made a Motion; Seconded by Director McAdoo; to appoint Chief Ian O'Connor as Budget Officer; Roll Call Vote; Passed unanimously.**

### B-2 Presentation of the FY2022-23 DRAFT Budget Documents

Background: The Budget Officer presents the DRAFT budget for Fiscal Year 2022-23.

Action Requested: Review and discuss the DRAFT budget, make preliminary recommendations for changes. Discuss tax rates. No action on approving the budget is requested at this meeting.

Chief Ian O'Connor introduced the FY 22-23 Budget Document and commented that this years' Budget Document was unique because it was created without the best of historical information given the dissolution of the IGA between CFD and ERFD. Chief O'Connor presented the Introduction, Mission Statement, Vision Statement and Core Values Statement. He explained that those Statements guide the district through the budget process.

Chief O'Connor described the Personnel Summary, which included the 13.75 current FTEs, and a proposed 19.75 FTEs should the Firefighter SAFER grant be awarded. He noted that beginning in April, the district is finally fully staffed.

Chief O'Connor stated that the district has been very successful in obtaining ARPA and WUI grant funding for this fiscal year. He added that applying for grants is a continual process and the district could receive award notices at any time for the grants currently in the review process. Bruce LaLonde asked if more grants could be pursued if there were more allocated administrative staff and Chief O'Connor answered he did not believe so. Bruce LaLonde suggested hiring additional staff to write for grants to bring added revenue to the district. Chief O'Connor mentioned that a Grant Coordinator position definitely crossed his mind.

Chief O'Connor commented that the Division Goals and Objectives included input from Chief Officers. He added that those goals and objectives were presented in January and helped to drive the budget process.



Chief O'Connor noted that Director McAdoo indicated the History portion of the Budget Document should be corrected to reflect in 1906, the Fire Station was located at Broadway/4<sup>th</sup>, not Main/4<sup>th</sup>.

Chief O'Connor cited the demographics, the ISO rating, current tax rate, and annual property tax receivables.

Chief O'Connor delivered the Budget Message and noted the district's accomplishments. He also mentioned economic factors, including Covid 19, inflation and supply chain issues, which created many continual challenges for the district.

Bruce LaLonde asked what would occur if the district could not spend the allocated funds within the fiscal year and Chief O'Connor explained that like grants, the district would carry the funds forward. There was some discussion regarding carryover and challenges regarding obtaining Turnouts and certain EMS supplies in a timely manner.

Chief O'Connor commented that long-range financial planning will continue to develop as the district moves forward. He stated that the revenue forecasting encompasses an 8% to 9% increase of the District's 2021-2022 tax-year assessed value as referenced in the annual Clackamas County Tax Assessor report. He added that the District will realize the guaranteed 3% residential property increase at an estimated 95% collection rate.

Chief O'Connor reported that the overall proposed **General Fund revenue** and **projected cash carry forward** is **\$7,357,715**.

Chief O'Connor explained that the Personal Services budget reflects an increase of 18% or \$457,600 because of the new CBA, step increases, a 5% COLA increase, and the department operating at full staffing levels. He explained that the SAFER grant has not yet been decided; however, should the district receive the grant, no match is required for the lifetime of the award. He added that all benefits have been increased by 8% as a recommendation of the Special Districts Association of Oregon and WHA Insurance. Chief O'Connor announced that the total **Personal Services** for the general fund is proposed at **\$2,546,616** which is 66% of the annual resources or 34% of total resources, an 18% increase from FY21-22.

Chief O'Connor stated that the total **Materials & Services** are proposed at **\$1,082,122**, which is 28% of annual resources or 14% of total resources. He added that the amount includes the final payment to Clackamas Fire District for their Contract for Services.

Chief O'Connor commented that the Budget Message includes **Capital Outlay** items, which contains operational capability increases, firefighter safety, health and wellness, and training needs.

## **GENERAL FUND REVENUE & RESOURCES**

### **Revenue**

Chief O'Connor explained that the net working capital is the anticipated **cash carry forward**. He added that the figure is a moving target projected to be **\$3,545,660** and could have been projected slightly higher because the CFD contract final payment will be made next fiscal year.

Chief O'Connor stated that previously levied taxes, interest, and miscellaneous revenues are all conservatively estimated at \$118,400.

Chief O'Connor announced that the estimated taxes to be received are \$3,693,655 (a 7% increase over the prior year) and **Total Resources** for the upcoming budget year are **\$7,357,715**.

#### Grant Revenue

Chief O'Connor commented that the district received grants totaling \$1,430,400 in late 20221 and the anticipated carry over is \$1,198,843 for the new budget year as a result of the apparatus on order and/or still in production phase.

#### Not Allocated

Chief O'Connor stated that the proposed amount of \$1,512,817 would be moved for Future Capital Replacement needs and that would replenish the \$474,200 liquidated capital used to support the district's restart following the end of the contract for services with CFD.

Chief O'Connor commented that the contingency funds were decreased to \$300,000 due to the final CFD payment; however, this amount reflects a \$50,000 increase from the previous budget year.

#### General Fund Resources Worksheet

Chief O'Connor explained that this worksheet reflects net working capital (accrual basis) just covered, previously levied estimated taxes to be received of \$30,000, and interest of \$5,000, which will most likely increase. Chief O'Connor noted that he believed the Miscellaneous Revenue figure of \$83,400 was a good number to go with. Bruce LaLonde asked where the Miscellaneous Revenue funds were obtained, and Chief O'Connor answered the funds were mainly acquired from ambulance service reimbursements. He added that there may be more opportunities to collect ASA funds and he is still investigating that avenue.

Chief O'Connor concluded that **Total Resources** as outlined are **\$7,357,715**.

#### General Fund Non-Allocated Requirements Worksheet

Chief O'Connor stated that this worksheet outlines non-allocated expenses and reflects the \$1,512,817 to be placed into a Capital Reserve Fund. He commented that the bottom of the worksheet contains the \$300,000 operating contingency, the Unappropriated Ending Balance of \$1,812,817 and the **Total Requirements** of **\$3,408,477**.

#### General Fund Allocated Requirements Worksheet

Chief O'Connor commented that this worksheet reflects Personnel Services items totaling \$2,546,616, Materials and Services items totaling \$1,082,122 and Capital Outlay items totaling \$329,000; therefore, the **Total Allocated Requirements** are **\$3,957,738**. Chief O'Connor added that the Total Allocated Requirements figure should match the incoming revenue forecast.

#### Materials & Services Comments

##### Professional Fees

Chief O'Connor reported that the final payment due to CFD is included in the Professional Fees category for \$168,622 to be paid after the new fiscal year.

Chief O'Connor commented that there is a contract for our Medical Director who provides emergency services for \$14,500. He added that legal consultation fees are included for \$35,800.

Chief O'Connor stated that Strategic Plan consultant, Audit, Background Check, Physical Exam and Employee Assistance fees are also included in the Professional Fees category. He noted that Background Checks, Physical Exams and Employee Assistance were appropriately moved into the Materials and Services category from Personnel Services.

#### Building/Grounds Maintenance & Supply

Chief O'Connor mentioned that the Building/Grounds Maintenance & Supply category has been increased due to inflation.

#### Training

Chief O'Connor commented that with such a new group of both paid and volunteer employees, there is a significant need for training props, instructors, classes, etc. so the Training budget has been increased.

#### Dispatch Services/Radio Systems/C-800

Chief O'Connor explained that ERFD's share of payment towards the C-800 radio system is \$32,350, and Dispatch Services are \$92,650.

#### Subscriptions/Dues/Fees

Chief O'Connor mentioned that subscriptions and dues were underfunded so that category has been increased from \$8,000 to \$13,000.

#### Medical Supplies

Chief O'Connor noted that medical supplies were increased due to inflation and the increased call volume.

#### Personal Protective Equipment Maintenance

Chief O'Connor stated that the district was severely underfunded for turnouts the prior year and the \$25,000 allocated in the prior fiscal year budget purchased only approximately 8 sets of turnouts. He mentioned that ongoing challenges remain regarding obtaining turnouts. He added that the district is in the grant process and if awarded, the grant would cover some of the PPE cost.

#### Firefighting Equipment & Supplies

Chief O'Connor commented that as the department moves forward, the necessity for day-to-day supplies and items is evident so that budget item has been increased.

#### Uniforms

Chief O'Connor explained that the same issue as PPE occurred with uniforms so that category has been increased.

#### Wildland & EMS Grant Funded

Chief O'Connor reported that this item has been reduced to zero due to being moved to the Grants category.

Director Miller asked if the \$42,000 figure was above the prior budgeted amount [for uniforms] or was that figure the prior budgeted amount plus an increase for the next fiscal year and Chief O'Connor responded the \$42,000 is the total amount budgeted for uniforms in the next fiscal year.

Director McAdoo asked if property and auto insurance was expected to remain the same and Chief O'Connor answered that he left the figure the same as the prior year because the rates are uncertain due to inflation; however, the rates did not reach the last years' budgeted amount of \$40,000.

## **PERSONNEL SERVICES**

### Salaries

Chief O'Connor explained that salaries increase because the CBA with Local 1159 is now in place, a 5% Cost of Living increase will occur, and an anticipated promotion of a Lieutenant to a Station Captain position is budgeted to occur approximately January 1, 2023; therefore, total Personnel Services are projected to increase by 17% and are 66% of the District's annual income.

### Conflagration

Chief O'Connor noted that an added budget item for Conflagration is a placeholder of \$60,000 so the overtime budget remains separate and clean.

### Retirement-PERS

Chief O'Connor commented that PERS remains the same (6% employer pickup) and there were no increases this year. He added that Tier 2 rates decreased by 2.5% and OPSRP rates decreased by .75%; however, those decreases will not affect the District.

### Medical/Dental/Vision/Insurance

Chief O'Connor stated that those services were part of the negotiated contract.

### MERP

Chief O'Connor explained that the MERP (Medical Expense Reimbursement Plan) picks up the difference of the employee responsibility of the deductible and other employee financial responsibilities as stated in the MERP Health contract.

### PHEP

Chief O'Connor noted that a PHEP (Post Employment Health Plan) was negotiated through the Labor Contract for \$16,500.

### Deferred Comp Match

Chief O'Connor commented that there is a 4% employer contribution match to Deferred Compensation funded for the full liability.

### Student Firefighter Program Stipend

Chief O'Connor reported that the Student Firefighter Program has been increased from \$48,000 to \$58,000 because the program is very successful and currently remains fully staffed with 2 students per shift.

### Duty Officer Program

Chief O'Connor noted this continuing program is for qualified Volunteers adding coverage as Duty Officers on weeknights and weekends.

### **CAPITAL OUTLAY**

#### Training Equipment

Chief O'Connor stated that this includes a forcible entry door and a vertical ventilation prop totaling approximately \$15,000. He added that the district would like to purchase an electronic fingerprint machine for approximately \$10,000.

#### Station Improvements

Chief O'Connor explained that the station is not currently equipped for an exhaust removal system and a system is required for cancer presumption law compliance reasons. He noted that the system would fit each apparatus for a cost of approximately \$60,000.

Chief O'Connor mentioned the George Station generator is budgeted to be replaced. Director Miller asked if there were any bids and Chief O'Connor answered no since budgeting is the first stage of the process. Director Miller stated he was concerned the allocated funds of \$10,000 for a generator at the George Station were extremely low. There was some discussion regarding this issue.

#### Physical Equipment

Chief O'Connor commented that a stair stepper machine is included in the budget; however, if the grant is rewarded, the funds will not be used.

#### Firefighting Equipment

Chief O'Connor reported that additional SCBA's are necessary, as well as a FIT test machine. He noted that the 4 current thermal imaging cameras need replaced and more AEDs are necessary. He added that turnout lockers and firefighter self-rescue "bailout" equipment is necessary (\$10,000); however, there may be a donation for the bailout equipment so \$10,000 of those funds may not be used.

### **GRANT FUNDING**

Chief O'Connor commented that the Grants were separated due to the uncertainty of receiving awards. He explained that the remaining **WUI and ARPA funds will carry over** mainly due to supply issues.

#### AFG (Assistance to Firefighters Grant – pending award decision)

Chief O'Connor stated that the AFG Grant (which includes PPE, Wellness and Fitness Equipment, additional Extrication equipment) is pending a decision, and If awarded the \$576,020, the District would owe 5% or **\$28,801**.

SAFER – Hiring Firefighters – pending award decision

Chief O'Connor mentioned that the SAFER Grant (which is the hiring of firefighters) is also pending a decision and would fund 3 additional Firefighter/Paramedics over 3 years for an award of \$2,326,698 with no required match. He added that first year grant expenditures are expected to be \$708,618.

SAFER – Volunteer Recruitment & Retention – pending award decision

Chief O'Connor explained that the SAFER is the volunteer side of hiring firefighters and he believes the chances of obtaining an award are very good. He commented that he asked for a Recruitment and Retention Coordinator position and additional LOSAP assistance for a total of \$907,248 over a 4-year period with no matching funds required. If awarded, the first-year expenditures are expected to be \$190,507.

WUI (Wildland Urban Interface) – carrying over

Chief O'Connor mentioned that the WUI grant funds to be carried over into this budget year are \$1,133,843 because the district is awaiting procurement of the type 3 engine, type 6 engine, and water tender.

ARPA (American Recovery Plan Act) – carrying over

Chief O'Connor noted the carryover for the ARPA grant is \$65,000.

**GRANT WORKSHEETS**

Chief O'Connor explained that the Grant worksheets are separated into Capital Funds, Materials & Services and Personnel. He added that the purpose for separating grants was to avoid creating a Supplemental Budget if the grants are awarded.

There was some discussion regarding inflation.

Chief O'Connor commented that the tax rate is unchanged.

**7. BOARD or BUDGET COMMITTEE INFORMATIONAL UPDATES/COMMENTS**

There was some discussion regarding not conducting a separate second Budget Committee Meeting and the second meeting to adopt the Budget would be included with the next Regular Board Meeting.

Director Oliver suggested inviting the 2 absent Budget Committee Members to view the Budget with Chief O'Connor. Chief O'Connor agreed to send the invitations to those members.

Director Day asked regarding the location of the funds being placed into the Capital Reserve Fund and Chief O'Connor answered those funds were from the carryover. Director Day asked if the district could place \$500,000 into the Capital Reserve Fund next fiscal year and President Silva suggested increasing the amount each budget year. President Silva explained how funds are carried over and allocated. There was much discussion regarding the following issues: the non-allocated carryover, contingency funds, the Capital Reserve Fund, the new Fire Marshal vehicle, SDC fees, taxes, inflation, and John Day's 1600-unit housing development.

President Silva commented that this proposed budget has encompassed and followed through with the Board's goals and he is very pleased.

Director McAdoo commented that there was a prior goal of 50 volunteers and Chief O'Connor noted there were currently 60 volunteers on the roster and with the current academy, there will be 45 Combat Firefighter Volunteers.

Bruce LaLonde stated that he read through the budget and noticed how phenomenal the Chief's underlying vision of future growth and retention thoughtfully included equipment, training and programs (such as the Student Program).

President Silva asked if everyone would be in agreeance of not having a second meeting.

Director McAdoo commented that he noticed there was not much emphasis on the Fire Marshal position and Chief O'Connor answered it was the same as the previous year because It is a new position and will evolve throughout the year so there should be more input next fiscal year.

**President Silva made a Motion; Seconded by Director McAdoo; to accept the budget and move the second FY22-23 Budget Committee Meeting to the Thursday, May 19, 2022, Regular Board Meeting; Roll Call Vote; Passed unanimously.**

8. **PUBLIC COMMENTS** – None.

9. **NEXT MEETING DATE:**

The next meeting to adopt the 22-23FY Budget and hold the Budget Hearing is scheduled for the Regular Board of Directors' Meeting on Thursday, May 19, 2022, 7:00 p.m.

10. **ADJOURN—at 7:19 p.m.**

Cheryl Lashbrook  
Administrative Manager

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Matthew Silva (Budget Chairperson)







**Resolutions**  
**May 19, 2022**





ESTACADA RURAL FIRE  
DISTRICT No. 69  
RESOLUTION # 22-08

RESOLUTION TO ESTABLISH A LENGTH OF SERVICE  
AWARD PROGRAM FOR FIRE DISTRICT VOLUNTEERS

**A resolution of Estacada Rural Fire District No. 69 authorizing the Length of Service Award Program (the Plan) for volunteers of the District and authorizing the continued and updated plan document and agreement with the Oregon Fire District Directors Association (OFDDA) as Program Administrator.**

WHEREAS, the Oregon Fire District Directors Association (the Association) has developed a Length of Service Award Program whereby Oregon fire districts may make contributions to the Plan for the benefit of volunteers who are eligible to participate in the Plan; and

WHEREAS the Board of Directors of Estacada Rural Fire District No. 69 concludes that participation in the Program by the District is in the best interests of the District, and an appropriate benefit to the volunteers who provide vital services to the District and this community;

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. The Board of Directors authorizes the participation by the District in the Oregon Fire District Directors Association Length of Service Awards Program for Volunteers as set forth in the Plan Document marked Exhibit A and attached to this Resolution. The Board further authorizes the execution of copies of the Plan Document as an agreement with the Association as Administrator of the Plan.

Section 2. The Board of Directors establishes the following provisions with respect to participation by volunteers of the District, to be included in the Adoption Agreement with the Association, and authorizes the execution of the Adoption Agreement incorporating these provisions:

- a. Volunteers who are in good standing as volunteers of the District are eligible to participate, as described in the Plan Document.
- b. Volunteers shall have been in good standing as volunteers for one year to participate in the Plan.
- c. Volunteers shall become entitled to an award upon completion of three years as a participant in the plan.

Section 3. Contributions by the District to the Plan shall be allocated among eligible participating volunteers based on a point system allocation set forth in Exhibit B to this resolution.

Section 4. This resolution supersedes resolution 2012/2013 #1.

ADOPTED by the Board of Directors of Estacada Rural Fire District No. 69, Clackamas County, Oregon this 19<sup>th</sup> day of May 2022.

ESTACADA RURAL FIRE DISTRICT NO. 69

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Matthew Silva, President

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John McAdoo, Secretary/Treasurer



## ESTACADA RURAL FIRE DISTRICT NO. 69

"DESIRE TO SERVE, COURAGE TO ACT"

### RESOLUTION 22-09

#### RESOLUTION ADOPTING THE 2022/2023 BUDGET, APPROPRIATING FUNDS AND IMPOSING & CATEGORIZING TAXES

#### ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Estacada Rural Fire District No. 69 hereby adopts the budget for fiscal year 2022/2023 in the total of \$7,357,715 now on file at the Estacada Rural Fire District Administrative Office at 445 SE Currin St., Estacada, OR 97023.

#### MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

<b>General Fund</b>	
Personal Services	\$2,546,616
Materials & Services	\$1,082,122
Capital Outlay	\$329,000
Contingency	\$300,000
<b>Unappropriated</b> Future Capital Reserve Fund	\$1,512,817
<b>Total</b>	<b>\$4,257,738</b>
<b>Grants</b>	
Personal Services	\$850,620
Materials & Services	\$80,200
Capital Improvement	\$1,709,863
<b>Total</b>	<b>\$2,640,683</b>

<b>TOTAL APPROPRIATIONS, ALL FUNDS</b>	<b>\$6,898,421</b>
<b>UNAPPROPRIATED ENDING BALANCE</b>	<b>\$1,512,817</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$6,898,421</b>

445 SE Currin St., P.O. Box 1385, Estacada, OR 97023  
Phone: 503-630-7712

**IMPOSING THE TAX**

BE IT RESOLVED that the Board of Directors of Estacada Rural Fire District No. 69 hereby imposes the taxes provided for in the adopted budget at the permanent rate limit of \$2.4029 per \$1,000 of assessed value; and in the amount of \$ 0.00 for local option tax or bonds; and that these taxes are hereby imposed and categorized for tax year 2022/2023 upon the assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX**

<b>General Government Limitation</b>		
Permanent Rate Limit	\$2.4029/\$1,000	
Local Option Tax	\$0/\$1,000	
Debt Service Fund		\$0

The above resolution statements were approved and declared adopted on this 19<sup>th</sup> day of May 2022.

\_\_\_\_\_  
Matthew Silva, President

\_\_\_\_\_  
John McAdoo, Secretary/Treasurer



**Chief's Report**  
**May 19, 2022**







## MONTHLY CHIEFS REPORT APRIL 2022

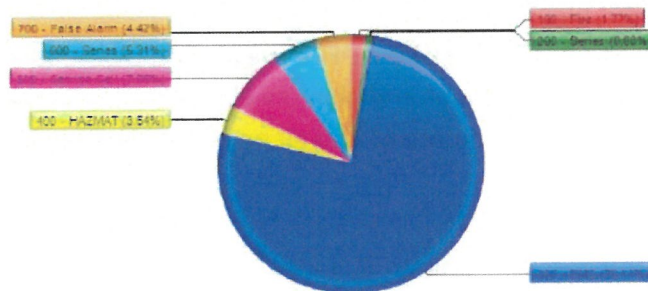
### OPERATIONS

- Three apparatus are out of service for repair work:
  - E332 out of service for pump plumbing repairs. Repair cannot be completed until parts are received.
  - WT332 is out of service for pump housing repairs. A pump test must be completed following repairs before placing back in service.
  - E333 is out of service for broken rear leaf spring pack pin holder. Unit was taken by flatbed truck to Hughes for repairs.
- Logistic/supply problems continue to be an issue to outfit firefighters with personal protective equipment and to meet needs to obtain equipment for emergency operations.
- Continued work to obtain equipment and train for technical rescue needs of the district using grant funds from Faraday Dam project.
- New four-gas monitors obtained with ARPA grant funds have been received and initial training complete. They will be placed in service upon completion of charging system installation.

<b>Fire - Incident Types</b>	Date: Thursday, May 5, 2022 Time: 2:54:36 PM
Alarm Date between 2022-04-01 and 2022-04-30	

**Fire Incident Type Breakdown**

Incident Type Group	Count
100 - Fire	2
200 - Series	1
300 - EMS	86
400 - HAZMAT	4
500 - Service Call	9
600 - Series	6
700 - False Alarm	5
	<b>113</b>





**ESTACADA FIRE DISTRICT #69**  
445 SE Currin Street • PO Box 1385  
Estacada OR 97023 Phone 503-630-7712

## **TRAINING**

- Volunteer Recruit Firefighter Academy continues. Recruits completed ladders training. weekend of April30/May 1.
- In-service training for new four-gas MSA monitors was completed.
- New employee training for Deputy Fire Marshal continues.
- Lashbrook and Benschoter attended record management system (ESO) training in Texas.
- O'Connors attended the National Fire Academy Command & Control course on campus in Emmitsburg Maryland.

## **VOLUNTEERS**

- Successfully completed community Easter Egg hunt with several hundred community members in attendance.
- Multiple volunteer firefighters continue to work with the Volunteer Recruit Firefighter Academy to help make it successful.

**Volunteer total hours = 1449.48 hours**

Station 31 volunteer shift – 373 hrs

Station 32 volunteer shift – 34 hrs

Training – 212 hrs

## **FIRE MARSHAL**

- Attended a zoom training - Arson Awareness in Homeless Communities: Engagement – Education – Outreach
- Completed the Oregon Fire Code Applications Guide for Estacada – 17-page document
- Obtained 1 hour of training with Clackamas County on their Development Direct program for plan review comments
- Met with Sandy and Clack FD #1 Fire Prevention Divisions – Discussed processes within the county for inspections and plan review
- Participated in zoom meetings and planning for the May 26<sup>th</sup>, Wildfire Community Preparedness Event



**ESTACADA FIRE DISTRICT #69**  
445 SE Currin Street • PO Box 1385  
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## **FINANCE**

- Finance Officer Meyer spent the month of April reviewing all transaction entries in QuickBooks, identifying transactions that were able to/needed to be applied to different line items. Even with large overages in PPE, Uniforms, and Firefighting Equipment/Maintenance, Medical Supplies, and Training, the overall Material and Services budget will close out the fiscal year in the positive.
- Attended grant reporting requirements webinar hosted by the State Department of Administrative Services. Conducted an internal audit of grant purchases to date. Submitted the Quarter 2- Quarterly Report of the ARPA Grant to the State of Oregon.
- Established the Districts 457B and PHEP accounts through Nationwide.
- Audited employee PTO and Sick time accruals.
- Researched Single Point Check Payable and Real Time Payment options (online bill pay) to present at May Board meeting.
- Worked closely with Chief O'Connor to prepare the budget documents for first Budget Committee meeting on April 28<sup>th</sup>.

## **ADMINISTRATION MANAGER**

- Continue to work with Auditor who filed new extension through 5/31/22.
- Handling completing SDIS insurance Questionnaires, forms, etc. Met with Kim NicholSEN to add LTD and worked with Steve Silva to cancel double coverage plans.
- Worked with Tom Ackerman at Reliance to resolve phone issues.
- Continue to process new staff, create files, get backgrounds completed, add info to necessary databases, maintain email group lists, etc.
- Fingerprint staff for DPSST certifications
- Coordinated with Accountant to process W9/1099's.
- Assist with annual budget development
- Obtained Emergency Medical Responder training and certification.
- Submitted request for a July 1, 2021, GASB 75 valuation, including accounting exhibits for FY22-23, due to an agreement Millman has with SDIS.
- Continued work toward district employee handbook



## ESTACADA FIRE DISTRICT #69

445 SE Currin Street • PO Box 1385  
Estacada OR 97023 Phone 503-630-7712

### FIRE CHIEF

- Attended National Fire Academy on campus class Command & Control of Natural and Manmade Disasters
- Attended Oregon Fire Chiefs annual conference
- Attended Oregon State Fire Marshal Incident Management Team annual conference
- Completed FY 22/23 budget
- Conducted Budget Committee meeting April 28
- Met with Budget Committee member Maureen Stevens to review proposed budget
- Held successful annual awards banquet with over 80 people in attendance
- Attended quarterly civil service meeting at Sandy Fire Department
- Work on developing LOSAP program for volunteers
- Meeting with Estacada Fire labor membership
- Met with Kim Nichol森 to go over employee disability and life insurance benefits provided by WHA insurance.



**Financial Report**  
**May 19, 2022**





# ESTACADA FIRE DISTRICT



Financial Statement Ending  
Apr-22

## Fund Balance Tools

US Bank Payroll	\$	89,619.99
LGIP (Includes income listed below)	\$	5,176,280.70
US Bank General Operating Fund	\$	128,250.77
<b>Total</b>	<b>\$</b>	<b>5,394,151.46</b>

## Resources

*As a % of total annual budget*

<b>LGIP</b>	Dividend/Interest	\$	2,714.25	6514%
	<b>YTD</b>	\$	<b>15,956.59</b>	<b>3191%</b>
	Tax Collection	\$	15,507.11	5%
	<b>YTD</b>	\$	<b>3,425,660.45</b>	<b>100%</b>
<b>Grants</b>		\$	<b>1,343,654.78</b>	<b>253%</b>
	Total	\$	1,361,876.14	
	<b>YTD</b>	<b>\$</b>	<b>4,785,271.82</b>	

## Expenses

*As a % of total annual budget*

<b>Payroll</b>		\$	147,721.80	7.07%
	<b>YTD</b>	\$	<b>1,363,391.02</b>	<b>65%</b>
<b>Materials &amp; Services</b>		\$	64,622.33	9%
	<b>YTD</b>	\$	<b>600,550.74</b>	<b>84.55%</b>
<b>Grants</b>		\$	12,898.60	15.17%
	<b>YTD</b>	\$	<b>123,789.88</b>	<b>145.64%</b>
<b>Capital</b>		\$	65,398.88	165%
	<b>YTD</b>	\$	<b>92,959.22</b>	<b>20%</b>
	Total	\$	290,641.61	\$ 0.65
	<b>YTD</b>	<b>\$</b>	<b>2,180,690.86</b>	<b>41%</b>





5/6/22, 1:05 PM

Estacada Rural Fire District  
1010 US Bank Gen Ckg 9757, Period Ending 04/30/2022

RECONCILIATION REPORT

Reconciled on: 05/06/2022

Reconciled by: Nicole Meyer

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	108,530.60
Service charge	-150.46
Interest earned	0.47
Checks and payments cleared (40)	-42,237.49
Deposits and other credits cleared (6)	62,107.65
Statement ending balance	<u>128,250.77</u>
Uncleared transactions as of 04/30/2022	-31,214.25
Register balance as of 04/30/2022	97,036.52
Cleared transactions after 04/30/2022	0.00
Uncleared transactions after 04/30/2022	-2.75
Register balance as of 05/06/2022	<u>97,033.77</u>

Details

Checks and payments cleared (40)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/14/2022	Bill Payment	22835	PORTLAND CUSTOM WRAPS	-6,135.00
03/25/2022	Bill Payment	22836	Event Co. Wedding & Party Rentals	-300.00
03/28/2022	Check	22837	JENNIFER KING	-400.00
04/11/2022	Expense	33593	Reliance Connects	-475.42
04/11/2022	Expense	71561	Reliance Connects	-84.95
04/11/2022	Expense	INV9903533052	Verizon Wireless	-993.45
04/11/2022	Check	22870	CAYLA FORSYTHE	-2,000.00
04/11/2022	Check	22874	Luke Walstrom	-726.60
04/11/2022	Expense	3938460000	PGE	-953.46
04/11/2022	Expense	0352921000	PGE	-166.00
04/11/2022	Expense	33795	Reliance Connects	-1.23
04/14/2022	Bill Payment	22854	Henry Schein, Inc.	-860.39
04/14/2022	Expense		Amazon	-1,082.33
04/14/2022	Expense	000022-002	City of Estacada	-67.75
04/14/2022	Expense	000025-000	City of Estacada	-71.30
04/14/2022	Expense	000022-000	City of Estacada	-216.41
04/14/2022	Bill Payment	22869	Reimbursements	-365.33
04/14/2022	Bill Payment	22867	Walker Disposal Service	-242.00
04/14/2022	Bill Payment	22866	US BANK EQUIPMENT FINANCE	-768.85
04/14/2022	Bill Payment	22838	3 Dub IT Services LLC	-2,931.67
04/14/2022	Bill Payment	22839	AHSI & 24-7 EMS REMITTANCE	-479.90
04/14/2022	Bill Payment	22840	Bound Tree Medical LLC	-3,945.28



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DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/14/2022	Bill Payment	22844	CLACKAMAS COUNTY	-6,953.58
04/14/2022	Bill Payment	22845	Clackamas County Fire District #1	-680.00
04/14/2022	Bill Payment	22848	Day Wireless	-1,345.00
04/14/2022	Bill Payment	22849	Dick's Logging Supply, Inc.	-315.00
04/14/2022	Bill Payment	22850	Ed Staub & Sons Petroleum	-2,307.44
04/14/2022	Bill Payment	22851	ESTACADA ACE HARDWARE	-232.10
04/14/2022	Bill Payment	22852	Ferrell Gas Co	-12.00
04/14/2022	Bill Payment	22853	Galls, LLC	-1,035.18
04/14/2022	Bill Payment	22856	Life Assist, Inc.	-216.00
04/14/2022	Bill Payment	22857	Local Government Law Group	-171.50
04/14/2022	Bill Payment	22858	McKesson Medical -Surgical	-442.86
04/14/2022	Bill Payment	22859	Oregon Occupational Medicine	-951.00
04/14/2022	Bill Payment	22861	PetroCard	-48.01
04/14/2022	Bill Payment	22862	RAPCO	-1,491.60
04/14/2022	Bill Payment	22863	Reach Local Inc.	-299.00
04/14/2022	Bill Payment	22865	US BANK	-2,377.90
04/21/2022	Expense		Ferrell Gas Co	-12.00
04/22/2022	Expense	10001154891961	Intuit Inc.	-80.00
<b>Total</b>				<b>-42,237.49</b>

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/13/2022	Deposit			200.00
04/15/2022	Deposit			545.75
04/19/2022	Deposit			306.00
04/21/2022	Transfer			60,000.00
04/21/2022	Deposit			55.90
04/29/2022	Deposit			1,000.00
<b>Total</b>				<b>62,107.65</b>

Additional Information

Uncleared checks and payments as of 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/28/2021	Bill Payment	22521	Reimbursements	-14.64
08/24/2021	Bill Payment	22585	Special Districts Association of OR	-175.00
02/28/2022	Expense		Amazon	-6,773.32
04/11/2022	Check	22873	Kameron Barone	-2,000.00
04/11/2022	Check	22871	DOMINICK SIRI	-2,000.00
04/11/2022	Check	22872	MORGAN KESTER	-1,501.98
04/14/2022	Bill Payment	22868	Wildwoods Pest Control	-98.00
04/14/2022	Bill Payment	22864	SeaWestern Inc.	-2,863.50
04/14/2022	Bill Payment	22860	Peak Engraving	-63.00



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DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/14/2022	Bill Payment	22855	Lake Custom Printing LLC	-1,718.00
04/14/2022	Bill Payment	22847	Cool Printing	-163.50
04/14/2022	Bill Payment	22846	COLUMBIA RIVER FIRE & RESCUE	-1,452.00
04/14/2022	Bill Payment	22843	CLACKAMAS COMMUNITY COLLEGE	-2,820.00
04/14/2022	Bill Payment	22842	CHERI R. DOWHAN CPA, LLC	-4,668.75
04/14/2022	Bill Payment	22841	Cascade Mechanical Systems, Inc	-663.50
04/18/2022	Check	22875	Sean Stone, MD	-1,200.00
04/27/2022	Expense	0352921000	PGE	-166.00
04/27/2022	Expense	3938460000	PGE	-953.47
04/28/2022	Expense		Reliance Connects	-612.67
04/29/2022	Expense	000022-002	City of Estacada	-67.75
04/29/2022	Check		LASHBROOK, ALAN	-949.00
04/29/2022	Expense	000025-000	City of Estacada	-70.25
04/29/2022	Expense	000022-000	City of Estacada	-219.92
<b>Total</b>				<b>-31,214.25</b>

Uncleared deposits and other credits as of 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/15/2021	Bill Payment	22529	Reimbursements	0.00
04/26/2022	Check		JENSEN, MARISSA	0.00
04/26/2022	Check	22877	Event Co. Wedding & Party Rentals	0.00
<b>Total</b>				<b>0.00</b>

Uncleared checks and payments after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/03/2022	Check		FLORES PELOYO, MOISES	-168.75
05/06/2022	Check		Estacada Rural Volunteer Fire Assoc	-1,000.00
<b>Total</b>				<b>-1,168.75</b>

Uncleared deposits and other credits after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2022	Deposit			666.00
05/06/2022	Deposit			500.00
<b>Total</b>				<b>1,166.00</b>



5/6/22, 1:44 PM

Estacada Rural Fire District  
1020 Payroll Account - US Bank 6693, Period Ending 04/30/2022

RECONCILIATION REPORT

Reconciled on: 05/06/2022

Reconciled by: Nicole Meyer

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	74,955.36
Interest earned	0.52
Checks and payments cleared (20)	-135,335.89
Deposits and other credits cleared (1)	150,000.00
Statement ending balance	89,619.99
Uncleared transactions as of 04/30/2022	-824.56
Register balance as of 04/30/2022	88,795.43
Cleared transactions after 04/30/2022	0.00
Uncleared transactions after 04/30/2022	73,948.59
Register balance as of 05/06/2022	162,744.02

Details

Checks and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/05/2022	Expense		PERS	-2,345.20
04/05/2022	Expense		PERS	-5,712.92
04/05/2022	Expense		PERS	-3.52
04/07/2022	Bill Payment	5002	SDIS	-17,773.06
04/08/2022	Expense	0062808001	NATIONWIDE	-1,914.99
04/08/2022	Expense			-4,145.35
04/08/2022	Expense	2022040601	Paychex Invoices	-88.46
04/08/2022	Expense			-31,302.71
04/08/2022	Expense			-8,747.86
04/11/2022	Check	5003	CAYLA FORSYTHE	-100.98
04/19/2022	Expense	2319742	Paychex Invoices	-100.80
04/21/2022	Expense	RHIA	PERS	-9.02
04/21/2022	Expense			-31,079.94
04/21/2022	Expense	PENSION	PERS	-11,599.82
04/21/2022	Expense	IAP	PERS	-4,643.65
04/22/2022	Expense	2022042001	Paychex Invoices	-86.77
04/22/2022	Expense			-4,186.65
04/22/2022	Expense			-9,196.44
04/22/2022	Expense		NATIONWIDE	-2,047.75
04/26/2022	Check	5004	AIG Retirement	-250.00
<b>Total</b>				<b>-135,335.89</b>





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Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/07/2022	Transfer			150,000.00
<b>Total</b>				<b>150,000.00</b>

Additional Information

Uncleared checks and payments as of 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/14/2022	Bill Payment	5005	I.A.F.F. Local 1159	-824.56
<b>Total</b>				<b>-824.56</b>

Uncleared deposits and other credits as of 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/21/2022	Bill Payment	22876	COUNTRY BLOOM & CO.	0.00
<b>Total</b>				<b>0.00</b>

Uncleared checks and payments after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2022	Expense	INV2022050401	Paychex Invoices	-85.09
05/06/2022	Expense			-4,093.96
05/06/2022	Expense			-8,821.36
05/06/2022	Expense	0062808001	NATIONWIDE	-2,078.14
05/06/2022	Expense	147865	Aflac	-794.90
05/06/2022	Expense	0062810001	NATIONWIDE	-800.00
05/06/2022	Expense		PERS	-6,715.31
05/06/2022	Expense		PERS	-2,657.15
05/06/2022	Expense		PERS	-5.50
<b>Total</b>				<b>-26,051.41</b>

Uncleared deposits and other credits after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2022	Transfer			100,000.00
<b>Total</b>				<b>100,000.00</b>



21-22 Fiscal Year Personnel Services		Budgeted Amount	Apr-22	This FY	Amount Remaining	% of budgeted amount	% of Budget
5100	Employee Salary & Wages	\$ 983,500.00	\$ 73,109.34	\$ 795,758.88	\$ 187,741.12	81%	38%
	Overtime	\$ 150,000.00	\$ 2,352.94	\$ 72,717.19	\$ 77,282.81	48%	3%
	Duty Officer	\$ 25,000.00	\$ 5,655.00	\$ 13,715.00	\$ 11,285.00	55%	1%
	Student Stipen	\$ 48,000.00	\$ 240.00	\$ 4,950.00	\$ 43,050.00	10%	0%
5150	Payroll Tax- Employer Liabilities	\$ 97,013.00	\$ 8,332.00	\$ 89,142.29	\$ 7,870.71	92%	4%
5170	PERS- Retierment	\$ 252,288.00	\$ 46,471.17	\$ 110,392.61	\$ 141,895.39	44%	5%
5180	Workmans Compensation	\$ 40,630.00	\$ 2,803.97	\$ 6,222.16	\$ 34,407.84	15%	0%
5210	Volunteer Program	\$ 96,000.00	\$ 7,228.58	\$ 12,102.40	\$ 83,897.60	13%	1%
5230	Insurance & Benefits + EAP 5300	\$ 370,495.00	\$ 103.80	\$ 247,102.66	\$ 123,392.34	67%	12%
5250	Wellness & Physicals + Bckgd Checks+ Employee Recurment	\$ 26,090.00	\$ 1,425.00	\$ 11,287.83	\$ 14,802.17	43%	1%
<b>Total Personnel Services</b>		<b>\$ 2,089,016.00</b>	<b>\$ 147,721.80</b>	<b>\$ 1,363,391.02</b>	<b>\$ 725,624.98</b>	<b>65%</b>	<b>65%</b>

21-22 Fiscal Year Grants		Amount	Apr-22	This FY	Amount Remaining	% Used this month	% of Total Amount
	ARPA	\$ 280,900.00	\$ 12,898.60	\$ 111,196.58	\$ 169,703.42	5%	40%
	WUI	\$ 1,149,500.00	\$ -	\$ 12,593.30	\$ 1,136,906.70	1%	0%
<b>Total</b>		<b>\$ 1,430,400.00</b>	<b>\$ 12,898.60</b>	<b>\$ 123,789.88</b>	<b>\$ 1,306,610.12</b>		<b>9%</b>

21-22 Fiscal Year Capital		Budgeted Amount	Apr-22	This FY
7000	Capital Outlay	\$ 100,000.00	\$ 1,345.00	\$ 11,982.49
7004	Property and Facilites	\$ -	\$ 62,224.00	\$ 62,224.00
7005	Computer Equipment	\$ -	\$ -	\$ 1,552.60
7060	Emergency Medical Equipment	\$ -	\$ -	\$ 100.00
7085	Apparatus	\$ -	\$ 1,829.88	\$ 17,100.13
<b>Total</b>		<b>\$ 100,000.00</b>	<b>\$ 65,398.88</b>	<b>\$ 92,959.22</b>



21-22 Fiscal Year

Materials & Services Items	Budgeted Amount	Apr-22	This FY	Amount Remaining	% of budgeted amount	% of M&S Budget
6100 Election Expense	\$ 10,000.00	\$ -	\$ 2,541.74	\$ 7,458.26	25%	0.4%
6200 Office Expense (Office Supplies/Equipment/Postage)	\$ 16,000.00	\$ 2,988.82	\$ 16,950.57	\$ (950.57)	106%	2.4%
6300 Insurance (Property & Auto)	\$ 40,000.00	\$ -	\$ 527.00	\$ 39,473.00	1%	0.1%
6400 Professional Fees	\$ 105,600.00	\$ 3,599.97	\$ 31,602.59	\$ 73,997.41	30%	4.5%
6500 Apparatus Maintenance	\$ 65,000.00	\$ 226.56	\$ 47,126.93	\$ 17,873.07	73%	6.7%
6600 Gas, Fuels, Lubricants	\$ 40,000.00	\$ 3,574.87	\$ 24,314.11	\$ 15,685.89	61%	3.4%
6700 Radio Equipment & Maintenance	\$ 3,500.00	\$ 3,218.64	\$ 3,336.18	\$ 163.82	95%	0.5%
6800 Buildings & Grounds Maintenance	\$ 30,000.00	\$ 1,811.99	\$ 28,645.92	\$ 1,354.08	95%	4.1%
6900 Utilities	\$ 45,000.00	\$ 5,120.03	\$ 35,237.83	\$ 9,762.17	78%	5.0%
6910 Training/Conferences/Seminars + EMS Recert	\$ 15,000.00	\$ 3,050.62	\$ 20,693.55	\$ (5,693.55)	138%	2.9%
6920 Dispatch Services/Radio Systems/C-800 (911 Dispatch, sub account of fees)	\$ 125,000.00	\$ 13,907.16	\$ 119,538.47	\$ 5,461.53	96%	16.9%
6930 Subscriptions/Dues/Annual Fees	\$ 8,000.00	\$ -	\$ 5,668.92	\$ 2,331.08	71%	0.8%
6940 Medical Supplies	\$ 35,000.00	\$ 9,160.71	\$ 42,893.52	\$ (7,893.52)	123%	6.1%
6950 General Operating Expenses	\$ 8,000.00	\$ 966.01	\$ 5,290.88	\$ 2,709.12	66%	0.8%
6960 Training Aids and Supplies	\$ 6,150.00	\$ 1,418.35	\$ 12,858.06	\$ (6,708.06)	209%	1.8%
6970 Personal Protective Equipment	\$ 25,000.00	\$ 10,803.54	\$ 74,967.87	\$ (49,967.87)	300%	10.6%
6980 Fire Prevention Education	\$ 6,500.00	\$ -	\$ 2,849.38	\$ 3,650.62	44%	0.4%
6990 Support Services Equip & Supplies	\$ 3,000.00	\$ -	\$ 2,962.17	\$ 37.83	99%	0.4%
6991 Firefighting Equipment & Maintenance + Special Rescue + Shop/Tools	\$ 25,000.00	\$ 874.29	\$ 34,149.40	\$ (9,149.40)	137%	4.8%
6994 Furniture Replacement	\$ 10,000.00	\$ -	\$ 9,845.02	\$ 154.98	98%	1.4%
6010 Banquet	\$ 12,000.00	\$ 270.00	\$ 570.00	\$ 11,430.00	5%	0.1%
6020 Uniforms	\$ 16,000.00	\$ 1,298.64	\$ 27,918.06	\$ (11,918.06)	174%	4.0%
6040 Health, Wellness & Safety Programs	\$ 5,500.00	\$ -	\$ 509.69	\$ 4,990.31	9%	0.1%
6050 Computer Systems/Services	\$ 50,160.00	\$ 2,332.13	\$ 49,552.88	\$ 607.12	99%	7.0%
<b>Total</b>	<b>\$ 705,410.00</b>	<b>\$ 64,622.33</b>	<b>\$ 600,550.74</b>	<b>\$ 104,859.26</b>	<b>93%</b>	<b>85.1%</b>



5/6/22, 2:11 PM

Estacada Rural Fire District  
1080 OR Trea Gen Op 6342 LGIP, Period Ending 04/30/2022

RECONCILIATION REPORT

Reconciled on: 05/06/2022

Reconciled by: Nicole Meyer

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	5,368,060.63
Service charge	-0.30
Interest earned	2,713.26
Checks and payments cleared (2)	-210,000.00
Deposits and other credits cleared (1)	15,507.11
Statement ending balance	5,176,280.70
Register balance as of 04/30/2022	5,176,280.70
Cleared transactions after 04/30/2022	0.00
Uncleared transactions after 04/30/2022	-100,000.00
Register balance as of 05/06/2022	5,076,280.70

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/07/2022	Transfer			-150,000.00
04/21/2022	Transfer			-60,000.00
<b>Total</b>				<b>-210,000.00</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/14/2022	Deposit			15,507.11
<b>Total</b>				<b>15,507.11</b>

Additional Information

Uncleared checks and payments after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2022	Transfer			-100,000.00
<b>Total</b>				<b>-100,000.00</b>





**Estacada Rural Fire District #69**  
**Check Detail**  
**May-22**

Date	Transaction Type	#	Name	Amount
<b>1010 Checking</b>				
5/19/2022	Bill Payment (Check)	22916	3 Dub IT Services LLC	\$ (4,169.95)
5/19/2022	Bill Payment (Check)	22884	Airgas USA, LLC	\$ (118.50)
5/19/2022	Bill Payment (Check)	22917	Bio- Med Testing Services, INC.	\$ (232.00)
5/19/2022	Bill Payment (Check)	22885	Bound Tree Medical LLC	\$ (2,203.35)
5/19/2022	Bill Payment (Check)	22886	Cascade Fire Equipment Company	\$ (2,268.40)
5/19/2022	Bill Payment (Check)	22887	Cascade Mechanical Systems, Inc	\$ (1,073.54)
5/19/2022	Bill Payment (Check)	22888	CHECKPOINT MOTORS	\$ (898.52)
5/19/2022	Bill Payment (Check)	22889	CLACKAMAS COUNTY	\$ (10,172.22)
5/19/2022	Bill Payment (Check)	22890	Day Wireless	\$ (8,202.76)
5/19/2022	Bill Payment (Check)	22891	DYNAMIC SIGN & GRAPHOCS INC.	\$ (2,159.00)
5/19/2022	Bill Payment (Check)	22892	EAGLE CREEK ENGRAVING	\$ (270.00)
5/19/2022	Bill Payment (Check)	22893	Ed Staub & Sons Petroleum	\$ (2,212.22)
5/19/2022	Bill Payment (Check)	22894	ESTACADA ACE HARDWARE	\$ (689.46)
5/19/2022	Bill Payment (Check)	22895	Estacada Rural Volunteer Fire Assoc	\$ (1,908.00)
5/19/2022	Bill Payment (Check)	22881	Estacada Rural Volunteer Fire Assoc	\$ (1,000.00)
5/19/2022	Check	22880	FLORES PELOYO, MOISES	\$ (168.75)
5/19/2022	Bill Payment (Check)	22896	Galls, LLC	\$ (1,124.20)
5/19/2022	Bill Payment (Check)	22897	Hughes Fire Equipment, Inc.	\$ (1,829.88)
5/19/2022	Check	22914	Jensen, Marissa	\$ (103.75)
5/19/2022	Check	22915	Lashbrook, Allen	\$ (949.00)



5/19/2022	Bill Payment (Check)	22898	Les Schwab Tire Center	\$	(20.00)
5/19/2022	Bill Payment (Check)	22899	LN CURTIS and SONS	\$	(68,952.29)
5/19/2022	Bill Payment (Check)	22900	MED-TECH RESOURCES, LLC	\$	(3,150.00)
5/19/2022	Bill Payment (Check)	22901	Northwest Safety Clean	\$	(181.85)
5/19/2022	Bill Payment (Check)	22902	Oregon Occupational Medicine	\$	(3,771.00)
5/19/2022	Bill Payment (Check)	22903	Oregon Volunteer Firefighters Association	\$	(430.00)
5/19/2022	Bill Payment (Check)	22904	Pamplin Media Group	\$	(166.50)
5/19/2022	Bill Payment (Check)	22905	PetroCard	\$	(609.09)
5/19/2022	Bill Payment (Check)	22906	Reach Local Inc.	\$	(299.00)
5/19/2022	Bill Payment (Check)	22882	Sean Stone, MD	\$	(1,200.00)
5/19/2022	Bill Payment (Check)	22908	SeaWestern Inc.	\$	(13,066.10)
5/19/2022	Bill Payment (Check)	22909	US BANK	\$	(7,235.73)
5/19/2022	Bill Payment (Check)	22910	US BANK EQUIPMENT FINANCE	\$	(768.85)
5/19/2022	Bill Payment (Check)	22911	Walker Disposal Service	\$	(242.00)
5/19/2022	Bill Payment (Check)	22912	WHA Ins. Agency	\$	(1,476.80)
5/19/2022	Bill Payment (Check)	22913	Wildwoods Pest Control	\$	(98.00)
			<b>Check Total</b>	\$	<b>(143,420.71)</b>
5/19/2022	Expenditure		Amazon	\$	(2,925.51)
5/19/2022	Expenditure		City of Estacada	\$	(357.92)
5/19/2022	Expenditure		Intuit Inc.	\$	(80.00)
5/19/2022	Expenditure		PGE	\$	(1,119.47)
5/19/2022	Expenditure		Reliance Connects	\$	(612.67)
5/19/2022	Expenditure		Verizon Wireless	\$	(1,053.45)
			<b>Expenditure Total</b>	\$	<b>(6,149.02)</b>
			<b>1010 Checking Total</b>	\$	<b>(149,569.73)</b>

**1030 Payroll Checking**



5/19/2022	Bill Payment (Check)	5007	AIG Retirement	\$	(335.00)
5/19/2022	Bill Payment (Check)	5006	I.A.F.F. Local 1159	\$	(1,258.78)
5/19/2022	Bill Payment (Check)	5008	SDIS	\$	(20,293.26)
			<b>Check Total</b>	<b>\$</b>	<b>(21,887.04)</b>
5/19/2022	Expenditure		AFLAC	\$	(794.90)
5/19/2022	Expenditure		Nationwide	\$	(2,878.14)
5/19/2022	Expenditure		Paychex Invoice	\$	(85.09)
5/19/2022	Expenditure		Payroll	\$	(44,035.76)
5/19/2022	Expenditure		Employee Taxes	\$	(8,821.36)
5/19/2022	Expenditure		Employer Liabilities	\$	(4,093.96)
5/19/2022	Expenditure		PERS	\$	(9,377.96)
			<b>Expenditure Total</b>	<b>\$</b>	<b>(70,087.17)</b>
<b>1030 Payroll Checking Total</b>				<b>\$</b>	<b>(91,974.21)</b>

<b>ERFD69 Complete Check and Expense Total</b>	<b>\$</b>	<b>(241,543.94)</b>
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Submitted by: Nikki Meyer

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**Correspondence**  
**May 19, 2022**





# EFVA Monthly Business Meeting

4/5/2022

President Jenn King calls Meeting to Order 18:32

Thank you to Cshift for providing dinner and drinks. Roster taken for those physically in the room. Zoom attendees included Micah Koch, Laura Montez, David Espinosa

Invocation: Nita Hoops

Motion to approve 3/1/22 Minutes. 1<sup>st</sup> Trystan Hall, 2<sup>nd</sup> Nita Hoops. Motion passes.

Congratulations to John West on retiring as of March 31st after 43 years of service and award given.

Yazmin from AT&T came to talk about the FirstNet service for volunteer and career firefighters

Reports from the Officers

Vice President: **Lt. Brook Nelson** reminder to help with Easter event.

Treasurer: **Jenn Jennings**

- i. Volunteer Association \$24,630.18 as of 4/4/22
- ii. Rescue Memorial Fund \$5,914.45 as of 4/4/22

Chiefs Reports

Chief O'Connor will be out two weeks for training, Lashbrook and Benschoter will be in Texas for two weeks for training. Congratulations to FF Jenn Jennings for EMT certification. EMR to Merissa Jensen, Travis Aldridge, Jeffrey Aldridge and Captain Aldridge.

S-131 Class on Saturday 4/9/22 – sign ups available

Faraday Dam project donated \$30,000 which will be used for water and rope rescue

FM Sarah Poet started on Monday and will be applying for a grant for new smoke detectors and training.

May 14-15<sup>th</sup> will be a mini Maws course; more to come.

Chief special thank you to the previous volunteers for helping out with the new Academy.

Propane/HasMat/Tanker fire training discussion

Committee Reports

Awards Banquet on 4/30: **Merissa Jensen**. If possible, please come in early to help set up. Cheryl has the dinner tickets, so be sure to get them from her if you have RSVP'd. Estacada local Bethy Rosas will be catering.

Easter Event, April 16<sup>th</sup>: **Lisa Youngberg**. All of the eggs are stuffed and ready to go. Thank you to all who helped fill the eggs. Event starts at 11am, so please arrive 2-3 hours early to get everything set up before the team will head up to the school field at 10am. \$200 donation came in today for the event

New Business

Board of Trustees Elections: **Captain Jeff R. Aldridge**. Minimum three, maximum five necessary.

Nominations included Tom Benschoter, Brian Hone, Travis Aldridge; as they were not contested, they have been accepted on the Board Trustees.

4<sup>th</sup> of July Picnic, July 4<sup>th</sup>: **Leader: Travis Aldridge**.

Merchandise, **Leader: Ryan Hauth**

Scholarship Program: **Leader: Cpt. Aldridge and Jenn Jennings**. This will help to provide funding for future EMR, EMT classes etc.

Upcoming events

Next EFVA Meeting, May 3<sup>rd</sup>. Shirley and John McAdoo have volunteered for meal **budget \$250**

Easter Event, April 16<sup>th</sup> @11:00 am

Awards Banquet, April 30<sup>th</sup>

iii. F.I.R.E Award: Excellence award-Honoring ourselves for hard work

iv. Miscellaneous Award

4<sup>th</sup> July Picnic

Good of the Association

Captain Aldridge mentioned how well the department has done within the last year with school programs, responding to calls, keeping the department going. Jenn Jennings has been doing a great job with the new recruit academy on their health and wellness every weekend. Brian Hone thanked the Chiefs, Lieutenants, Mr. West and others who have helped us get to where we are today. Captain Aldridge mentioned that it would be great for the first academy to be able to mentor the new recruits

19:30 Motion to Adjourn. 1st-Captain Aldridge. 2nd-Travis Aldridge. Motion Passes.

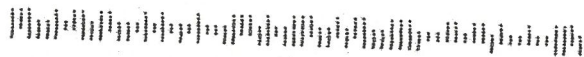
To our friends at Estacada Fire,  
We can't thank you enough for  
your continued support & for the  
yummy selection of Joe's Donuts  
during Telecommunicators week!

With many thanks,  
Ccom Staff

2200 Kaen RD  
Oregon City, OR  
97045



Estacada Fire  
445 SE Currin St.  
Estacada, OR 97023





"I urge that entreaties and prayers, petitions and thanksgivings, be made on behalf of all men, for kings and all who are in authority, in order that we may lead a tranquil and quiet life in all godliness and dignity."

1 Timothy 2:1-2

Dear *Estacada Fire Dept*

As part of my parish's participation in the National Day of Prayer, you will be individually remembered in my personal prayers and the prayers of my congregation.



*The Annual*  
NATIONAL  
DAY OF  
PRAYER

God bless you & your work,

*Cathy Stacey*  
St Philip Benizi Catholic Church  
18211 S Henrici Rd  
Oregon City, OR 97045

*Harriet Hansen*

