



**Board of Directors' Meeting
Thursday, June 17, 2021
Meeting Location: Remote Video Conferencing**

7:00 pm

AGENDA

- 1. CALL TO ORDER PER ORS 192.610 TO 192.690**
 - a. ORS 192.650 – The meeting is being recorded.**
- 2. INVOCATION- Chaplain Nita Hoops**
- 3. FLAG SALUTE**
- 4. ROLL CALL: Matthew Silva, Ed Thoreson, John McAdoo, Ken Oliver, Paul Miller**
- 5. CHANGES TO THE AGENDA**
- 6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON MAY 20, 2021, AND THE BUDGET COMMITTEE MEETING ON MAY 27, 2021.**
- 7. SUPPLEMENTAL BUDGET HEARING**
- 8. BUDGET HEARING**
- 9. BUSINESS ITEMS**
 - B-1 Request Board Approval of Resolution 21-03 – Adopting and Appropriating a Supplemental Budget for Fiscal 2020-21– Chief O'Connor**
 - B-2 Request Board Approval of Resolution 21-02 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal Year 2021-2022 – Chief O'Connor**
 - B-3 Request Board Approval of Resolution 21-04 – A Resolution Designating the Appointing Power of the Fire District – President Silva**
 - B-4 Request Board Approval of Resolution 21-05 – A Resolution Designating the Registered Agent of the Fire District– President Silva**
 - B-5 Request Board Approval of Intergovernmental Agreement (IGA) with Clackamas Fire District #1 for Fleet Services – President Silva**



B-6 Request Board Approval to Certify the Election Results for Three Directors to Estacada Rural Fire District No. 69 – Chief O’Connor

B-7 Deputy Chief Position – Chief O’Connor

10. BOARD INFORMATIONAL UPDATES / COMMENTS

a. Transition of Services – Chief Browne and Battalion Chief Steve Deters

11. STAFF / COMMITTEE REPORTS

a. Chief’s Report –Verbal - Chief O’Connor

b. Chief’s Report – Verbal – Chief Browne

c. Contract for Service Report - BC Steve Deters – (in Board packet)

d. Financial Report – Verbal - Chief O’Connor

e. Joint Oversight Committee Report - Verbal - Directors Silva and Oliver

12. PUBLIC COMMENT

13. BOARD COMMENT

14. CORRESPONDENCE

15. COMMUNITY ITEMS

16. NEXT MEETING

The next Board of Directors’ meeting will be Thursday, July 15, 2021, at 7:00 pm by remote video conferencing.

17. ADJOURNMENT

UPCOMING EVENTS:

July 15, 2021 – Regular Board Meeting – 7:00 pm by remote video conferencing

Estacada Fire District #69



REGULAR BOARD OF DIRECTORS' MEETING June 17, 2021

(This meeting was recorded.)

1. **CALL TO ORDER PER ORS 192.610 TO 192.690**
 - a. **ORS 192.650 – The meeting is being recorded.**

President Silva called the meeting to order at 7:01 pm.

2. **INVOCATION – Chaplain Nita Hoops**

Done.

3. **FLAG SALUTE**

Done.

4. **ROLL CALL:**

President - Director Matthew Silva: Present
Secretary/Treasurer - Director John McAdoo: Present
Member - Director Ken Oliver: Present
Member - Director Ed Thoreson: Present
Member - Director Paul Miller: Present

Others in attendance:

Estacada Fire District # 69 (EFD): Fire Chief Ian O'Connor, former Interim Fire Chief Steve Abel, future Board Director Matt Day, Administrative Manager Cheryl Lashbrook.

Clackamas Fire District #1 (CFD): Fire Chief Nick Browne; Battalion Chief Steve Deters; Assistant Chief Brian Stewart; Division Chief Michael Carlsen; Battalion Chief Brent Olson; Battalion Chief Kyle Olson; Captain Sam McCullough; Captain Mark Corless; Volunteers Tom Benschoter and Jerry Kearny; Station 7; Chaplain Nita Hoops, and Executive Assistant Rachel Trotman.

Other citizens and community members were in attendance. The full video conference roster can be provided upon request.

5. **CHANGES TO THE AGENDA**

Director McAdoo asked about the LGIP account that was supposed to start on June 15th. Is there any update on this?

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AM Lashbrook had no updates. It was noted that in order for deposits to start, they would need to receive the taxes.

6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON MAY 20, 2021, AND THE BUDGET COMMITTEE MEETING ON MAY 27, 2021.

Director McAdoo said on the regular minutes, there was a misspelling of Representative Christine Drazen. It was fixed at the time of this meeting.

Updated minutes were approved by consensus.

7. SUPPLEMENTAL BUDGET HEARING

The Regular Board of Directors' meeting recessed at 7:05 pm.

The Supplemental Budget Hearing came to order at 7:05 pm.

No public comments.

President Silva explained that they might not have needed to do a supplemental budget; they might have been able to do it with a resolution. However, for the sake of transparency they created the supplemental budget. A supplemental needs to be done anytime more than 10% of the budget is moved.

The Supplemental Budget Hearing adjourned at 7:08 pm.

The Regular Board of Directors' meeting reconvened at 7:08 pm.

8. BUDGET HEARING

The Regular Board of Directors' meeting recessed at 7:08 pm.

The Budget Hearing came to order at 7:08 pm.

President Silva explained this was for the normal budget for fiscal year 2021-2022.

No public comment. No comments from the Board.

The Budget Hearing adjourned at 7:09 pm.

The Regular Board of Directors' meeting reconvened at 7:09 pm.

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9. BUSINESS ITEMS

B-1 Request Board Approval of Resolution 21-03 – Adopting and Appropriating a Supplemental Budget for Fiscal 2020-21.

President Silva read Resolution #21-03 aloud.

President Silva made a motion and Director Thoreson seconded for the Board to adopt Resolution #21-03 – Adopting and appropriating the Supplemental Budget for Fiscal Year 2020-2021. The motion passed unanimously.

B-2 Request Board Approval of Resolution 21-02 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal Year 2021-2022 – Chief O’Connor

President Silva read Resolution #21-02 aloud.

President Silva made a motion and Director Thoreson seconded for the Board to adopt Resolution #21-02 – Adopting the Budget, appropriating funds and imposing and categorizing taxes for Fiscal Year 2021-2022. The motion passed unanimously.

B-3 Request Board Approval of Resolution 21-04 – A Resolution Designating the Appointing Power of the Fire District – President Silva

President Silva explained that since they have a new Fire Chief, they needed to pass some resolutions designating him with appointing power. He would be acting on behalf of the Board.

President Silva made a motion and Director Thoreson seconded to approve Resolution #21-04 – Designating the appointing power of the Fire District to Fire Chief Ian O’Connor. The motion passed unanimously.

B-4 Request Board Approval of Resolution 21-05 – A Resolution Designating the Registered Agent of the Fire District– President Silva

President Silva made a motion and Director Thoreson seconded to approve Resolution #21-05 – Designating Fire Chief Ian O’Connor as the registered agent of the Fire District. The motion passed unanimously.

B-5 Request Board Approval of Intergovernmental Agreement (IGA) with Clackamas Fire District #1 for Fleet Services – President Silva

President Silva explained that it’s common for smaller fire departments to utilize another department with mechanics who have the appropriate training, like CFD. Sandy Fire and

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Hoodland Fire have Fleet Services with CFD. EFD also used CFD in the past and during the contract for service.

Director McAdoo asked if was possible to wait another month so that he can review it.

Chief O'Connor explained the goal was just to discuss it tonight and that action does not have to be taken yet.

This item was tabled until the July Board meeting.

B-6 Request Board Approval to Certify the Election Results for Three Directors to Estacada Rural Fire District No. 69 – Chief O'Connor

President Silva explained that Clackamas County Elections needed the Board to confirm the results.

President Silva made a motion and Director Thoreson seconded to accept/affirm the election results to the Clackamas County Clerk and to confirm that all elected candidates to the Fire District offices are qualified to hold office. The motion passed unanimously.

B-7 Deputy Chief Position – Chief O'Connor

President Silva said that one of budget committee members brought up that in the past, interesting situations arose when they had two Division Chiefs. It would be beneficial to have them as separate ranks so it's clear who has the authority. He discussed with Chief O'Connor about having a Deputy Chief.

Chief O'Connor gave them a handout. He explained that he is asking them to approve a Deputy Chief job description and pay scale. It is proposing an increase in salary by 10%. Changes resolve around qualifications noted in Part 1.

Director McAdoo asked about the budget.

President Silva said that he doesn't think they are going to hire the second Chief right away. They budgeted to hire a second chief right away but to save some money, they will be getting someone from the community for fire marshal services and President Silva will be helping too.

Chief O'Connor explained that he created a spreadsheet showing what they will save by not hiring a Division Chief Fire Marshal. It will cost more for a Deputy Chief, but this is offset by the savings of not hiring a Division Chief Fire Marshal.

Director McAdoo asked if they will have someone to review plans.

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President Silva confirmed.

Chief O'Connor explained that he plans to hire for the Division Chief Fire Marshal position for January 1.

President Silva explained that there is a group of people willing to step in until then.

President Silva made a motion and Director Thoreson seconded to adopt the job description and pay scale for the Deputy Chief position.

Director McAdoo asked if being a paramedic would be required for that position. Chief O'Connor said it was not required, but preferred.

Chief O'Connor explained that he would like to hire a part time deputy chief (30 hours/wk) for July -August. It would not require benefits if under 30 hours.

President Silva explained that this part time position was already budgeted.

The motion passed unanimously.

10. BOARD INFORMATIONAL UPDATES / COMMENTS

a. Transition of Services – Chief Nick Browne and Battalion Chief Steve Deters

BC Deters explained that they've been really busy. They have returned the computers over to EFD. They have returned all portable radios. The fire marshal and BC Deters are packed up and just using their computers in the office. The floors were buffed and waxed that day. One engine was returned so EFD could train on it.

BC Deters said he now has a CFD vehicle, which leaves the EFD Chief vehicle available. If the Board approves, he will transfer that vehicle to Chief O'Connor that following Monday.

President Silva said that the CFD firefighters have been very enthusiastic and helpful for the new EFD volunteers and firefighters. President Silva wanted to convey his appreciation to them for going above and beyond.

11. STAFF / COMMITTEE REPORTS

a. Chief's Report - Chief O'Connor

Chief O'Connor said that he has been sending out weekly board reports. That day he met with Dr. Stone who is the supervising physician for the department.

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He said that they were also working on the run cards. They had a chance to test it and got it working.

He noted that CFD has been excellent to work with in this transition. Chief Browne and BC Deters have been awesome.

Chief O'Connor said that Chief Lashbrook and Aldridge have spent an incredible amount of time working at EFD.

b. Chief's Report – Chief Browne

Chief Browne announced that Chief Stewart was promoted to Assistant Chief. BC Deters will be also be promoted to Assistant Chief in December. They hired Mark Whitaker as the CFO.

He explained that starting July 1, Station 18 will become a 24/7 station. He is excited about that transition.

Chief Browne wanted the EFD Board and citizens of Estacada to know it's been an honor to serve them. They are excited for the Board and citizens to have Chief O'Connor to continue on with that high level of service.

c. Contract for Service Report - BC Steve Deters

Report is as submitted.

BC Deters said that most notably, there were 154 calls for service in May.

He noted that it has been an honor for the crews to serve Estacada.

BC Deters noted the following staffing for May:

Clackamas Stations

- Stn.12 (Logan Community) – 15/31 (2 – 24hr shifts)
- Stn.13 (Clarkes Community) – 11/31 (1 – 24hr shift)
- Stn.18 (Eagle Creek Community) – 31/31 (5 – 24hr shifts)
- Stn. 21 (Centennial Park/Damascus Community) – 14/31

Rehab/Water Tender Group – 15/31

d. Financial Report – Chief O'Connor

Chief O'Connor said that in the future, AM Lashbrook will lead the financial report.

President Silva said that they need to make paying the bills noted an action item.

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President Silva moved and Director Thoreson seconded to pay the check details as presented on June 17, 2021. The motion passed unanimously

e. Joint Oversight Committee Report - Verbal - Directors Silva and Oliver

President Silva reported that there were a lot of discussions taking place on how both districts can collaborate and help each other. One of the things brought up was Eagle Creek and the service delivery in that area of EFD.

This committee decided to continue meeting after the contract for service ends.

Chief Browne explained that they also plan to have regional meetings with CFD, EFD and Sandy Fire.

12. PUBLIC COMMENT

Chaplain Nita Hoops commented via chat, "Thank you Clackamas Fire for helping in a smooth transition of setting up Estacada Fire as its own entity again. The cooperation is much appreciated by all. Special thanks to the Estacada Fire Board Members. Your work ethic is commendable."

13. BOARD COMMENT

President Silva wanted to schedule a June 28 meeting to prepare for the July 1 changeover. He requested that Chief Browne have a representative at that meeting.

President Silva presented Ed Thoreson an award for his 36 years of service to the fire district.

President Silva said that a couple EFD volunteers weren't recognized due to the transition of the contract for services and he would like to recognize them at that meeting.

- Connie Redmond volunteered from March 2011 to December 2020.
- Gail Watts volunteered from August 2015 to December 2020.

He thanked them for their years of dedicated service.

Director Thoreson briefly mentioned the budget process and negotiations for next year.

14. CORRESPONDENCE

None.

15. COMMUNITY ITEMS

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President Silva announced that that Saturday, there will be a BMX event. A resident reached out to see if EFD could have EMS standby. Chief O'Connor will arrange that.

16. NEXT MEETING

The next meeting will be on June 28 at 6:00 pm.

17. ADJOURNMENT

The meeting adjourned at 7:50 pm.

UPCOMING EVENTS:

June 28 – Special Board Meeting – 6:00 pm

July 15 – Regular Board Meeting – 7:00 pm by remote video conferencing

Rachel Trotman
Executive Assistant



President Matthew Silva



Secretary/Treasurer John McAdoo

