



**Special Board of Directors' Meeting
Monday March 29, 2021
Meeting Location: Remote Video Conferencing**

6:00 p.m.

AGENDA

To attend the meeting, please join via ZOOM Meeting

Join Zoom Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://zoom.us/j/93415277281?pwd=T0c4bDY1ZERvMmQ0V3VoMnY0VEYzZz09>

Passcode: 514644

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 **Oath of Office for Director Paul Miller [President Silva]**

Background: The Fire Board conducted interviews of applicants to a vacant Fire Board position. At the March 18, 2021 Regular Fire Board meeting, the Board unanimously approved appointing Paul Miller to fill the vacant seat through June 2021.

Action Requested: Deliver the Oath of Office and seat Director Miller

B-2 LGIP for Depositing and Maintaining ERFD Funds [Director McAdoo]

Background: The Fire Board had been discussing the possibility of utilizing the Local Government Investment Pool as the depository of property tax receipts and to maintain LGIP as the primary holding of Fire District funds, and utilizing a local bank to maintain an operating fund.

Action Requested: Consider the information provided by Director McAdoo regarding LGIP and if the Fire Board opts to use LGIP, consider how our operating fund(s) account(s) would be established.

B-3 Financial Status and Recommendations [Interim Fire Chief Abel]

Background: We need to have a reasonably accurate transition operating budget that funds our transition costs through June 30, and providing resources for our upcoming FY2021-22 Budget. It appears that we will need a supplemental budget that would include authorization to utilize property taxes collected in excess of our adopted budget as well as potentially take loans from our existing Reserve Funds, or to potentially dissolve the Reserve Funds [moving the resources to our General Fund] and then re-establish our Reserve Funds effective FY2021-22.

Action Requested: Review and discuss the financial reports and recommendations and provide direction to the Interim Fire Chief with regards to a Transition Period Operating Budget and the potential of a Supplemental Budget that may include utilizing excess property taxes received and the use of Reserve Funds.

B-4 Potential for a Special Fire Board Meeting

Background: The application period for Fire Chief closes Wednesday March 31. Our adopted timeline for hiring indicates a Special Fire Board meeting for Tuesday 4/6 to review the applications in Executive Session and to determine which applicants the Board opts to move forward in the selection process. As we have ongoing training for our returning volunteers on Tuesday evening, the Board may want to consider having the Special Fire Board meeting on Monday, April 5.

Action Requested: Discuss and provide direction to the Interim Fire Chief.

7. BOARD INFORMATIONAL UPDATES/COMMENTS

8. STAFF COMMENTS/UPDATES

9. NEXT MEETING DATE:

The next Board of Directors' meeting is Thursday, April 15, 2021 at 7:00 p.m. via remote video conferencing

10. ADJOURN



Special Board of Directors' Meeting
Monday March 29, 2021
Meeting Location: Remote Video Conferencing

6:00 p.m.

Minutes

1. **CALL TO ORDER PER ORS 192.610 to 192.690** Meeting called to order at 6:02 p.m. by Board President Silva

- a. ORS 192.650- The meeting is being recorded

2. **INVOCATION**

Conducted by Director McAdoo

3. **FLAG SALUTE**

4. **ROLL CALL:**

Present: Matthew Silva, John McAdoo, Ken Oliver [Zoom], Ed Thoreson [via Zoom], Paul Miller

Staff Present: Interim Fire Chief Steve Abel

5. **CHANGES TO THE AGENDA**

Add B-5: Payment Check to US Bank for Copier Lease

6. **OPEN SESSION BUSINESS ITEMS**

B-1 Oath of Office for Director Paul Miller [President Silva]

Background: The Fire Board conducted interviews of applicants to a vacant Fire Board position. At the March 18, 2021 Regular Fire Board meeting, the Board unanimously approved appointing Paul Miller to fill the vacant seat through June 2021.

Action Requested: Deliver the Oath of Office and seat Director Miller

Oath of Office given by Board President Silva. Director Miller seated as a voting member.

B-2 LGIP for Depositing and Maintaining ERFD Funds [Director McAdoo]

Background: The Fire Board had been discussing the possibility of utilizing the Local Government Investment Pool as the depository of property tax receipts and to maintain LGIP as the primary holding of Fire District funds, and utilizing a local bank to maintain an operating fund.

Action Requested: Consider the information provided by Director McAdoo regarding LGIP and if the Fire Board opts to use LGIP, consider how our operating fund(s) account(s) would be established.

Discussion regarding establishing LGIP as our primary account and maintaining one or two checking accounts at US Bank for Payroll, PERS, and Operating expenses

Motion by Present Silva, Second by Director Miller to have Director McAdoo work with the Interim Fire Chief to establish our LGIP account and US Bank accounts for operating expenses.

Roll call vote: Passed Unanimously

B-3 Financial Status and Recommendations [Interim Fire Chief Abel]

Background: We need to have a reasonably accurate transition operating budget that funds our transition costs through June 30, and providing resources for our upcoming FY2021-22 Budget. It appears that we will need a supplemental budget that would include authorization to utilize property taxes collected in excess of our adopted budget as well as potentially take loans from our existing Reserve Funds, or to potentially dissolve the Reserve Funds [moving the resources to our General Fund] and then re-establish our Reserve Funds effective FY2021-22.

Action Requested: Review and discuss the financial reports and recommendations and provide direction to the Interim Fire Chief with regards to a Transition Period Operating Budget and the potential of a Supplemental Budget that may include utilizing excess property taxes received and the use of Reserve Funds.

Discussed and Board Consensus to have Directors Oliver and Miller work with the Interim Fire Chief on developing a transition budget in preparation for a Supplemental Budget.

B-4 Potential for a Special Fire Board Meeting

Background: The application period for Fire Chief closes Wednesday March 31. Our adopted timeline for hiring indicates a Special Fire Board meeting for Tuesday 4/6 to review the applications in Executive Session and to determine which applicants the Board opts to move forward in the selection process. As we have ongoing training for our returning volunteers on Tuesday evening, the Board may want to consider having the Special Fire Board meeting on Monday, April 5.

Action Requested: Discuss and provide direction to the Interim Fire Chief.

Board consensus to have a Special Board Meeting on Monday April 5 at 6:00 p.m.

B-5 Bills and Payment for Copier Lease to US Bank

Background: We received a past due bill from US Bank with regards to our copier lease agreement, which raises questions on who should be paying these bills.

Discussion regarding making the payment, even though Clackamas County FD 1 had been paying this bill as part of the contract; and further discussion regarding which copier should be located in the Admin Building. Further discussion regarding the bill and agreement is with Estacada Fire District, not CCFD1.

Motion made by Director McAdoo, Second by Director Miller to pay the US Bank Bill for the Copier Lease and set up a meeting with CCFD1 to sort out the bills and payments.

Call for Vote: Yes: McAdoo, Silva, Miller

No: Oliver, Thoreson

Motion Passed 3-2

7. BOARD INFORMATIONAL UPDATES/COMMENTS

Director McAdoo asked about authorized persons with access to LGIP account; consensus was to check with other Fire Districts to determine how they manage transfers, etc. and report back.

8. STAFF COMMENTS/UPDATES

None

9. NEXT MEETING DATE:

The next Board of Directors' meeting is Thursday, April 15, 2021 at 7:00 p.m. via remote video conferencing

10. ADJOURN: 7:03 p.m.

John R McAdoo, Sec.

