



**Estacada Fire District #69**

# **Board Meeting Briefing Packet**

**April 15, 2021**





**Board of Directors' Meeting**  
**Thursday, April 15, 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**
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 REGULAR BOARD MEETING ON MARCH 18, 2021**
7. **BUSINESS ITEMS**
  - B-1 **Request Board Approval of Third Addendum to IGA with Clackamas Fire District #1 – Chief Charlton**
8. **BOARD INFORMATIONAL UPDATES / COMMENTS**
  - a. **COVID-19 Update – Chief Charlton**
  - b. **Transition of Services – Chief Charlton and Battalion Chief Steve Deters**
9. **STAFF / COMMITTEE REPORTS**
  - a. **Chief's Report – Verbal - Chief Charlton**
  - b. **Chief's Report – Verbal – Chief Abel**
  - c. **Contract for Service Report - BC Steve Deters – (in Board packet)**
  - d. **Financial Report – Verbal - Chief Abel .**
  - e. **Joint Oversight Committee Report - Verbal - Directors Silva and Oliver**
10. **PUBLIC COMMENT**
11. **BOARD COMMENT**

*Handwritten notes:*  
B-3 DONATION FIRE ENGINE  
B-4 Bills  
B5 INTERVIEW  
MATT DAY





**12. CORRESPONDENCE**

**13. COMMUNITY ITEMS**

**14. NEXT MEETING**

The next Board of Directors' meeting will be Thursday, May 20, 2021, at 7:00 pm by remote video conferencing.

**15. ADJOURNMENT**

**UPCOMING EVENTS:**

April 19, 2021 – Board Executive Session

*4/22 SPECIAL MEETING  
6 PM*

May 20, 2021 – Regular Board Meeting – 7:00 pm by remote video conferencing



# Estacada Fire District #69



## REGULAR BOARD OF DIRECTORS' MEETING March 18, 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 7:04 pm. He said the video recording of this meeting will be placed on the Estacada Fire District No. 69 (EFD) website.

2. **INVOCATION – Chaplain Nita Hoops**

Done.

3. **FLAG SALUTE**

Done.

4. **ROLL CALL:**

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

Others in attendance:

Interim Chief Steve Abel

Clackamas Fire District #1 (CFD): Chief Fred Charlton; Finance Director Christina Day; Battalion Chief Steve Deters; Division Chief Nick Browne; Fire Marshal Shawn Olson; Volunteer Association President Kirk Hambley; Volunteers Tom Benschoter and Jerry Kearny; Station 14; Chaplain Nita Hoops, and Executive Assistant Rachel Trotman.

Clackamas County: Clackamas County Treasurer Brian Nava, Deputy Treasurer Nancy Wilson

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

5. **CHANGES TO THE AGENDA**

Chief Charlton and Interim Chief Steve Abel indicated they had no changes to the agenda.

President Silva said the Directors needed to add the following:

B-2: Director McAdoo lined up a presentation about Local Government Investment Pool (LGIP) Insurance with Clackamas County Treasurer Brian Nava.





# Estacada Fire District #69



B-3: Director Thoreson said there are possible resolutions they may need to approve regarding the budget and finances.

B-4: Possible upgrade to the Zoom account. Interim Chief Abel will explain.

## 6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON FEBRUARY 18, 2021.

Minutes were approved by consensus as written.

## 7. BUSINESS ITEMS

President Silva started with item B-2 as they had a guest presenting.

### **B-2 Local Government Investment Pool (LGIP) Insurance – Clackamas County Treasurer Brian Nava**

Brian Nava introduced himself as the Clackamas County Treasurer. He appreciated Chief Charlton, Interim Chief Abel, and the rest of the Board for having him. He introduced Deputy Treasurer Nancy Wilson, who was also in the meeting.

He explained that they are essentially the County's bank. All taxes come to them and then monthly (weekly in November) they distribute all the funds to taxing districts. They manage the 15-20 bank accounts that the County has. They also take advantage of the local government investment pool (LGIP). They reconcile bank accounts, provide statements as necessary, and are now providing statements online.

He looked at couple neighboring financial statements, in relation to the LGIP. EFD uses a money market account. He noted that he is a volunteer with the Canby Fire Department. He added that Canby Fire, CFD, and a lot of other public agencies take advantage of LGIP.

He wanted to highlight that when they look at any bank account investment, etc., they should always follow the strategy of looking at: Safety, liquidity, and yield -- in that order.

- Safety - What is collateralization? What is the risk?
  - The LGIP is managed by Oregon short-term fund board and the Oregon state treasury.
  - From 2008-2010, the LGIP did not lose \$1.
  - The LGIP follows all order revised statutes. It qualifies and reaches the first metric (safety) and passed this test in some of worst times in Oregon/nation without losing a single dollar, when a lot of other investment funds did.



# Estacada Fire District #69



- Liquidity - It is a demand account. Liquidity is there 24/7. He sent some information to Director McAdoo. It is five cents per ACH transaction. They treat it as an investment fund. It will be deposited via ACH directly into the account of their choosing. The funds are always available.
- Yield - least important.
  - Last year EFD had \$1-2 million in their money market. The money markets for the County (they manage about \$600 million), are getting around 15-35 basis points. The LGIP is at low right now, but still yielding 60 basis points.
  - Once the first two tiers are achieved (safety and liquidity), a lot of local governments are going with LGIP because of the 60 basis points while with a money market, the yield is less.

Brian noted that he is not advocating for one or the another; he just wanted to provide some information and answer any questions. The LGIP maxes out at \$53 million, which is the most an agency can invest. They like to invest locally and look at the local banks.

President Silva asked how many fire districts were invested in the pool.

Brian answered that that would be a question for the Oregon State Treasury. They have about 1,000 accounts. Clackamas County has 13 fire districts and from the small sample he examined, it looked like all were invested in the LGIP.

President Silva asked if they use some type of bank to manage the money.

Brian explained that they do act as the bank for Clackamas County. There are a lot of other jurisdictions that contract those services out. Those can cost 4-16 basis points. Clackamas County does it all internally through the Deputy Treasurer. They only take one basis point. The bank that they contract the most with is US Bank. They also have many other banks where they have money market accounts and other funds.

Nancy said in Clackamas County, there are close to 125 taxing districts (school, water, fire districts) and all of those have LGIP. They only issue about ten checks a month for tax distribution. That might help them know how many people are using LGIP.

Director McAdoo said that some members are wondering if they should stay with the local bank or go into the LGIP. If they stay with the local bank, there is FDIC funding up to \$250,000. He also learned that there is a public funding collateralization program that protects money beyond that.

Brain said that was put together by the Oregon State Treasury. There is qualified depositories that are approved by the Oregon State Treasury. These depositories are consistently filing reports with the Oregon State Treasury and putting up collateral to make sure the funds are safe. It's



# Estacada Fire District #69



outlined in Oregon revised Statute 295. They realized a long time ago that \$250,000 FDIC insurance is not sufficient. Therefore, they put together a plan to adequately collateralize funds. They are noticing that the collateralization of funds can get expensive. That's why the Oregon State Treasury helped put this together. As long as a bank is on that qualified list, the funds will be safe in the event of some significant default.

Director McAdoo asked, if the Board decides to go that direction, how would they go about setting up an account with the Clackamas County Treasurer?

Brian said he can provide them with the information, so they work with the Oregon State Treasury to set up their LGIP. After it's set up, the Board should send Brian and Nancy a memo with their account information and approval. It's also nice to get the Board minutes if possible (the Oregon State Treasury requires minutes). Almost immediately, they can start putting money in the LGIP every month (every week in November) when they do their distributions.

Director McAdoo asked how they would transfer money from the LGIP to US Bank (checking account).

Brian said they work with a company called PFM and they have what they call eon access. It works similar to a personal bank. They would need to go in and set up ACH with their current bank. They will charge a five cent ACH redemption fee and then they can transfer money when they like.

Nancy explained that when they initially set up LGIP, they will want to set up ACH instructions. This way, it would already be set up when they want to transfer money to their local bank. If they go into system prior to 1:00 pm during Monday through Friday (excluding holidays), they can transfer funds from the LGIP to the bank or from the bank into the LGIP. That will settle the following business day.

Director Oliver noted that from what he understands, all of their revenue coming from property taxes would go into LGIP and then they would access those dollars to access our fire department. Brian confirmed.

Interim Chief Abel asked about security. How do they prevent someone from going onto a computer in the office and transferring money to their own personal bank?

Nancy explained that when they set up the system, they will choose which people are allowed permissions to the system. It is very secure. It takes two people to make those changes (dual authorization).

Brian noted that it's been tested as well.



# Estacada Fire District #69



President Silva thanked both Nancy and Brian for their time.

President Silva said that he would like to give their local bank the opportunity to match what they are doing, to see if they can.

Group discussion followed.

Interim Chief Abel suggested that they schedule a special meeting to discuss the information they get from US Bank. It also involves them discussing what to do with their other accounts.

**President Silva made a motion and Director Thoreson seconded to give Director McAdoo the authority to speak with US Bank's management about matching what LGIP can do. To be completed by the next special meeting. The motion passed unanimously.**

## **B-1 Board Director Vacancy**

President Silva explained that the Board appointed President Silva and Director McAdoo to conduct interviews for this vacancy.

He thought everyone was very qualified and would bring value to the Board. They were unanimous with the recommendation that they appoint Paul Miller to the vacant position.

Director Thoreson agreed with that. He shared that Paul has been very involved with the financial aspect of this transition and is very knowledgeable.

Director Oliver agreed and thought he would be a good addition to the Board.

Director McAdoo approved.

**President Silva made a motion and Director Thoreson seconded to appoint Paul Miller to the vacant director position. The motion passed unanimously.**

## **B-3 Resolution for Moving Money**

Director Thoreson said they need to address the concept and options that are described in the letter from Interim Chief Abel. They need to decide if they extend the contract or dissolve all funds by resolution so that they have the money to take over on July 1.

President Silva asked Interim Chief Abel if that was the topic they were going to discuss at their next special meeting.





# Estacada Fire District #69



Interim Chief Abel explained that he wrote the letter after he had been looking at bank statements and the original budget, and he was getting concerned. He had a very productive meeting with Chief Charlton, Director Day, and others. He started getting additional information coming in from the previous supplemental budget. Additional funds came in on that budget that he hadn't been aware of. There were also some expenses that are reimbursable, and some have already been paid.

That day, he had been on the phone with the Oregon Department of Revenue to look at some other options. He said he would like to defer this topic to the Special Meeting if the Board agrees. He will have more information by then.

The Board agreed that the discussion can wait until their upcoming special meeting.

No action was taken.

## **B-4 Possible Upgrade to the Zoom account**

President Silva explained that they have a regular Zoom account that they use for free. Everyone can come in and talk. They want to get an account more like what CFD and EA Trotman uses. They asked Interim Chief Abel to look into it.

Interim Chief Abel explained that EFD already currently has a paid subscription. At the last meeting, people had open mics that were not muted, etc. He contacted Zoom and talked with EA Trotman about using the webinar function. They can get the webinar for \$40/month or \$400 a year. It allows up to 100 participants. If the Board authorizes that, he will sign up.

Director Oliver thought it was important to get the most efficient Zoom account for what they do. He thought Zoom meetings were going to be the future. It needs to be streamlined and easy to do.

Director McAdoo said it needs to prevent cyber-attacks. The Estacada Community Watch meeting had to be shut down because of an attack. They also updated to the webinar account.

**President Silva made a motion and Director Thoreson seconded to upgrade their Zoom account to include webinar capabilities for a total of \$400 annually. The motion passed unanimously.**

## **8. BOARD INFORMATIONAL UPDATES / COMMENTS**

### **a. COVID-19 Update – Chief Charlton**

Chief Charlton shared that two weeks prior to this meeting, Clackamas County changed the county risk level from high to moderate. This opened up the county to more opportunities for re-engagement.



# Estacada Fire District #69



He is watching the Governor's executive order closely regarding opening schools by April 19.

Vaccinations are increasing across the county. CFD along with several other fire districts have partnered with Clackamas County Public Health to hold free vaccination clinics. The county's goal is to do 7-10,000 per week.

## **b. Transition of Services – Chief Charlton and Battalion Chief Steve Deters**

Chief Charlton shared that they had a productive meeting that day with Interim Chief Abel discussing EFD's financial management and budget. They discussed a possible strategy for addressing any credits or debits as work through the transition. They want to make sure the credits get back to EFD.

BC Deters explained that over the last month, he, Interim Chief Abel, and Alan Lashbrook have been able to facilitate training and the new folks coming in. They determined where the equipment can be kept and what can be used. There hasn't been anything they haven't been able to figure out so far. They are working well together.

## **9. STAFF / COMMITTEE REPORTS**

### **a. Chief's Report - Chief Charlton**

Chief Charlton said their biggest focus the last couple weeks was recovering from the wind and ice storm. They had a few challenges with generators at fire stations, which are now fixed. The storm was very impactful. They've discussed lessons learned and are preparing for anything that may come their way.

### **b. Chief's Report – Interim Chief Abel**

He was amazed with Alan and Cheryl Lashbrook and all the work they are doing every day. He said that Alan is doing a great job working with the academy, putting classes together, and working with all the new volunteers. Cheryl has been working hard getting all files set up, dealing with the background checks, and all the screenings (medical/physical/drug screens).

Interim Chief Abel said he appreciated all help and cooperation from BC Deters and CFD.

He agreed with Chief Charlton that they had a good meeting today regarding finances. He has been working with Sharon to dive in and figure out where EFD is financially. He sent an email to the Oregon Department of Revenue asking about additional revenues that were received for a beginning fund balance. He didn't realize that back in December, they had already accounted for those and plugged them into the budget. He felt he was getting close to knowing where EFD is and projecting where they will be for the rest of the fiscal year and the transition. At a special meeting, he would like to make a proposal on basically having to go through a supplemental budget and then another supplemental budget to get them through to July 1. They want to have an appropriate balance to get them from July 1 through November.



# Estacada Fire District #69



The Fire Chief and Operations Division Chief positions close on March 31. So far, they have received four applications for the Fire Chief position and three applications for the Operations Division Chief position.

The Administrative Manager position was promoted on the EFD webpage, the Estacada city webpage, the Oregon Office Administrators Association webpage, Sandy's local jobs Facebook page, and Mt. Hood's Facebook page. It's also supposed to be in the newspaper, but it wasn't printed. There was an error and they were very apologetic. They will now print it and include the Administrative Assistant too for no additional cost. They had received three applications for the Administrative Manager and one or two applications for the Administrative Assistant positions.

He reported that they received the check from CFD for the turnouts. They should receive a reimbursement check for the wildland equipment the following week.

Interim Chief Abel said that things are going smoothly and rapidly. They are still on target for July 1.

He submitted information to the Civil Service and had not heard back yet. He is looking into a joint test for the firefighter positions with Hoodland fire. They will have their own application process, but one single test. EFD will split the cost with them. They are set with the written test for the lieutenant and firefighter positions. The written test will be 50% of the score and the oral board will be the other 50%. They are limiting it to 50 participants.

## **c. Contract for Service Report - BC Steve Deters**

Report is as submitted.

BC Deters reported that the training in February focused on mobile attack drill, structural protection, and water supply. EMS training was medication administration training for helping with COVID-19 vaccination clinics.

In February, there were 125 calls for service in the Estacada Fire District.

BC Deters noted the following staffing for October:

Clackamas Stations

- Stn.12 (Logan Community) – 4/28
- Stn.13 (Clarkes Community) – 13/28
- Stn.18 (Eagle Creek Community) – 28/28

Rehab/Water Tender Group – 12/18



# Estacada Fire District #69



BC Deters noted that Station 333 was not included here as it was transferred back to EFD.

The Volunteer Association had their regular meeting via Zoom.

The recruit academy ended on February 28 and they will graduate at the end of March.

They received 94 applications for the new volunteer academy. Their next step will be the written test.

## **d. Financial Report - Finance Director Christina Day**

Report was as submitted. She noted that the report in their packet was not as complete as in the past because Finances were transitioned to EFD's QuickBooks as of Feb 22. Therefore, she doesn't have access to the financial information from that date to the end of the month.

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

President Silva shared that all directors as well as Chief Charlton continue to support the transition with date of July 1.

CFD helped train EFD staff on SCBA bottles. Everything is going smoothly.

## **10. PUBLIC COMMENT**

None.

### **10.5 Board Comments**

Director McAdoo thanked CFD for their continued cooperation and for helping EFD with the transition. He thanked Interim Chief Abel, Alan Lashbrook, and Cheryl Lashbrook for all their hard work.

Director Thoreson shared that he is not going to run again for this board position. He has talked to Matt Day about the possibility. Matt was excited to run for the position. Director Thoreson thought he would do a great job. He shared that Matt has been involved in the budget committee and the civil service.

## **11. CORRESPONDENCE**

None.

## **12. COMMUNITY ITEMS**





# Estacada Fire District #69



None.

## 13. NEXT MEETING

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

President Silva said that they will hold a special meeting which will be announced on their website.

Interim Chief Abel asked if they needed to make a motion to pay bills.

**Director Thoreson made a motion and Director McAdoo seconded to pay the nine bills as presented to them in person. Motion passed unanimously.**

President Silva and Director McAdoo will review the checks. President Silva noted that next time there will be an Excel sheet for them to review.

## 14. ADJOURNMENT

The meeting adjourned at 8:15 pm.

### UPCOMING EVENTS:

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

Rachel Trotman  
Executive Assistant

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President Matthew Silva

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Secretary/Treasurer John McAdoo



# Memo

**TO:** Estacada Fire District No. 69 Board of Directors

**FROM:** Clackamas Fire District #1 Fire Chief Fred Charlton

**CC:**

**DATE:** April 15, 2021

**RE:** Amended IGA Update – Addendum #3

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At the request of Estacada Fire District No. 69 (EFD), Clackamas Fire District #1 (CFD) has been asked to create an Addendum #3 to the current Intergovernmental Agreement (IGA) between both parties for Fire Protection and Emergency Medical Services which began January 1, 2020. This amendment is referenced as Addendum #3 to support returning assets back to EFD as the transition of services takes place. The current IGA expires on June 30, 2021, and CFD is working in good faith to transition all services. The addendum will transfer back to EFD, fire apparatus to include Engine 330 and Rehab 330. This transfer will take place on or before May 1, 2021. The apparatus is further defined as follows:

- Fire Apparatus (Engine 330) 2011 Pierce Impel VIN – 4P1CJ01A7AA011436
- Fire Apparatus (Rehab 330) 2008 Ford F550 VIN - 1FDAW57Y28EE54871

These assets are now for the exclusive use of EFD and are insured through the Special Districts Insurance Services policy.



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Matthew Silva  
Estacada Fire District No. 69 Board President  
04-15-2021

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John McAdoo  
Estacada Fire District No. 69 Board Secretary/Treasurer  
04-15-2021

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Fred Charlton  
Clackamas Fire District #1 Fire Chief  
04-19-2021



**Intergovernmental Agreement for Fire Protection and Emergency Medical  
Services  
Addendum #3**

**BETWEEN:** Clackamas Fire District #1 (“District”)

**AND:** Estacada Fire District No.69 (“EFD”)

**EFFECTIVE DATE:** May 1, 2021

**RECITALS**

- A. District and EFD are parties to an intergovernmental agreement (the “IGA”), effective January 1, 2020, that requires District to provide fire protection, fire prevention, emergency, and related services (“Services”) to EFD.
- B. Section 8 of the IGA authorizes District to use and possess certain facilities and equipment owned by EFD (“Assets”) to provide Services required under the IGA and requires District to pay for property insurance covering the Assets.
- C. Section 10(B) of the IGA required District and EFD to work towards a merger under the procedures of ORS 198.895 to 198.915 by submitting a vote to the electors at the November 3, 2020 election.
- D. Electors did not approve the proposed merger at the November 3, 2020 election and thus, District and EFD wish to enter into an agreement governing the return of certain Assets / Services from District to EFD prior to expiration of the IGA.

**ADDENDUM**

District and EFD agree as follows:

- 1. For purposes of this Addendum, the returned Assets / Services include:
  - a. Fire Apparatus (Engine 330) 2011 Pierce Impel VIN – 4P1CJ01A7AA011436
  - b. Fire Apparatus (Rehab 330) 2008 Ford F550 VIN - 1FDAW57Y28EE54871
- 2. District hereby returns and EFD hereby accepts full and exclusive ownership, management, and possession of the assets / services listed above on or before May 1, 2021 (“Transfer Date”).
- 3. Responsibility to pay for property insurance, maintenance, and all other upkeep responsibilities regarding a returned Asset identified in Section 1 of this Addendum, shall transfer from District on May 1, 2021. Upon transfer of the returned Asset to EFD,





EFD assumes full and sole responsibility for the returned Asset, including the responsibility to insure the returned Asset. Upon the Transfer Date, the parties shall no longer be bound by the provisions of the IGA (including specifically Section 8(C) of the IGA) as the IGA relates to that particular returned Asset / Service.

5. Assets / Services identified in this Addendum shall be transferred in “as is” condition, without warranty of any kind or of any nature.

6. Except as specifically provided in this Addendum, the IGA remains in full force and effect.

District:

EFD:

\_\_\_\_\_  
Fred Charlton, Fire Chief  
Clackamas Fire District #1  
Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Silva, Board President  
Estacada Fire District No.69  
Date: \_\_\_\_\_



# Contract for Services report

**To:** Chief Fred Charlton and the Estacada Board of Directors

**From:** Battalion Chief Steve Deters

**Date:** April 15, 2021

**Re:** Contract for Services Monthly Report

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The following report contains station activities and training for career and volunteer personnel assigned to Station 330 & 333.

## Fire Training:

3/3/2021	Alternate Water Supply
3/10/2021	Alternate Water Supply
3/11/2021	Support/Rehab Drill
3/13/2021	Burn to Learn
3/24/2021	Interview prep and Resumes
3/31/2021	Support/Rehab Drill

## EMS Training:

3/17/2021	Skills check off
3/20/2021	Skills check off

## March call volume:

119 calls for service

## Station Activities:

Station 330 – General upkeep and routine maintenance, transition coordination



**Volunteer Station Coverage**

Duty Shifts for March and Support group coverage:

- Stn.12 – 4/31 - Logan Community
- Stn.13 – 12/31 - Clarkes Community
- Stn.18 – 31/31 - Eagle Creek Community
- Stn.21 – 13/31 –Damascus Community

Rehab/Water Tender Group – 20/31

**Volunteer Association:**

Volunteer Association monthly Board Meeting conducted via Zoom

**Volunteer Recruitment:**

Volunteer Suppression and Support panel interviews to be held 4/10  
Volunteer Suppression and Support class 20-01 Swearing in Ceremony held 3/31

Respectfully submitted,

Battalion Chief Steve Deters

