



# Special Board of Directors' Meeting

Thursday, April 22, 2021

Meeting Location: Remote Video Conferencing

6:00 p.m.

## AGENDA

To attend the meeting, please join via ZOOM Meeting

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

Please click this URL to join.

<https://zoom.us/j/95806736736?pwd=K0swSWljVFM5TIRvdGd3VFRGZE1sZz09>

Passcode: 213191

Or One tap mobile:

+12532158782,,95806736736#,,,,\*213191# US (Tacoma)

+13462487799,,95806736736#,,,,\*213191# US (Houston)

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 301 715 8592 or +1 312 626 6799 or

+1 646 558 8656

Webinar ID: 958 0673 6736

Passcode: 213191

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, Paul Miller
5. **CHANGES TO THE AGENDA**

## 6. EXECUTIVE SESSION

ORS 192.660(2) (a) To consider the employment of an officer, employee, staff member or agent.

- (i) The job has been publically advertised
- (ii) Regularized procedures for hiring have been adopted
- (iii) There has been an opportunity for public comment
- (iv) The standards, criteria and policy to be used was adopted in an open meeting in which the public had an opportunity to comment

## 7. OPEN SESSION BUSINESS ITEMS

### B-1 Fire Chief Recruitment and Interview Process

Background: The Fire Board conducted interviews with the 3 finalists for the Fire Chief position on April 19<sup>th</sup> in Executive Session. In General Session, the Board consensus was to conduct telephone reference checks on two of the candidates.

Action requested: Take action on a conditional job offer for one of the candidates or provide other direction.

### B-2 Possible Donation to Estacada 1<sup>st</sup> Baptist Church [Director McAdoo]

Background: The Estacada 1<sup>st</sup> Baptist Church made their facility available to Estacada Fire District at no charge to conduct our Fire Chief Interview process.

Action Requested: Consider a donation to the church for the use of their facility.

### B-3 Supplemental Budget

Background: With the transition of Estacada Fire District from Clackamas County Fire District #1, we have a need to approve a supplemental budget to add additional tax revenues that were received this fiscal year, to appropriate funds for the transition, and to potentially dissolve reserve funds to be reallocated in the FY2021-22 Budget.

Action Requested: Review the DRAFT Supplemental Budget, and if modified or approved, set a publication date and Public Hearing date.

### B-4 Budget Calendar

Background: The Fire District needs to establish and publish a Budget Calendar outlining the Budget Committee Meeting dates and times as well as the Public Hearing dates and times; with both being published in our local newspaper as well as on our website.

Action Requested: Discuss and approve meeting and public hearing dates.

**8. BOARD INFORMATIONAL UPDATES/COMMENTS**

**9. STAFF COMMENTS/UPDATES**

**10. NEXT MEETING DATE:**

The next regular Board of Directors' meeting is Thursday, May 20, 2021 at 7:00 p.m. via remote video conferencing

**11. ADJOURN**





## Estacada Fire District #69

### SPECIAL BOARD OF DIRECTORS' MEETING

Thursday, April 22, 2021

Meeting Location: Remote Video Conferencing

6:00 p.m.

### Minutes

**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 6:00 p.m.

**2. INVOCATION – by Director McAdoo**

Done.

**3. FLAG SALUTE**

Done.

**4. ROLL CALL:**

Matthew Silva: Present

John McAdoo: Present

Ken Oliver: Present

Ed Thoreson: Present

Paul Miller: Present

Others in attendance: Mike Platz, Matt Day, Interim Chief Steve Abel, Alan Lashbrook (zoom), Tom Benschoter (zoom), Riley Moore (zoom), Station 330 (zoom), Andrew Smith (zoom), Brandon Hamilton (zoom)



## 5. CHANGES TO THE AGENDA

- a) **Add B-5:** Approval of March 29, 2021 Special Board Meeting Minutes.
  - b) **Add B-6:** approval for payment of bills.
  - c) There should be a discussion regarding the Fire Chief Employment Contract. **Item will be added to B-1 for further discussion.**
  - d) There needs to be a discussion regarding benefits. **This will be discussed.**
6. **EXECUTIVE SESSION** ORS 192.770 (2) (a) To consider the employment of an officer, employee, staff member or agent.
- (i) The job has been publicly advertised
  - (ii) Regularized procedures for hiring have been adopted
  - (iii) There has been an opportunity for public comment
  - (iv) The standards, criteria and policy to be used was adopted in an open meeting in which the public had an opportunity to comment

Executive Session began at 6:07 p.m. and concluded at 7:32 p.m..

## 7. OPEN SESSION BUSINESS ITEMS

### **B-1 Fire Chief Recruitment and Interview Process**

Background: The Fire Board conducted interviews with the 3 finalists for the Fire Chief position on April 19<sup>th</sup> in Executive Session. In General Session, the Board consensus was to conduct telephone reference checks on two of the candidates.

Action requested: Take action on a conditional job offer for one of the candidates or provide other direction. **Discuss Fire Chief Employment Contract.**

Discussion regarding the Fire Chief Employment Contract. General consensus the document looked good as a template.

Director Thoreson made a motion; seconded by Director Miller to adopt the Fire Chief Employment Contract as a template. Roll call vote. Passed unanimously.

Director Oliver made a motion; seconded by Director Thoreson to hire Ian O'Connor as Fire Chief. Roll call vote. Passed unanimously.





**B-2 Possible Donation to Estacada 1<sup>st</sup> Baptist Church [Director McAdoo]**

Background: The Estacada 1<sup>st</sup> Baptist Church made their facility available to Estacada Fire District at no charge to conduct our Fire Chief Interview process.

Action Requested: Consider a donation to the church for the use of their facility.

**Director McAdoo made a motion; seconded by Director Thoreson to donate \$200 to Estacada 1<sup>st</sup> Baptist Church (EFBC) for use of thier facility to conduct our Fire Chief interviews. Roll call vote. Passed unanimously.**

**B-3 Supplemental Budget**

Background: With the transition of Estacada Fire District from Clackamas County Fire District #1, we have a need to approve a supplemental budget to add additional tax revenues that were received this fiscal year, to appropriate funds for the transition, and to potentially dissolve reserve funds to be reallocated in the FY2021-22 Budget.

Action Requested: Review the DRAFT Supplemental Budget, and if modified or approved, set a publication date and Public Hearing date.

Discussion regarding Draft Supplemental Budget, setting meetings and hearing dates. General consensus to move forward understanding that Chief Abel will be adjusting the beginning balance down.

**President Silva made a motion; seconded by Director Miller to adopt the supplemental Budget and accept the meeting and hearing dates on the Budget Calendar. Roll call vote. Passed unanimously.**

**B-4 Budget Calendar**

Background: The Fire District needs to establish and publish a Budget Calendar outlining the Budget Committee Meeting dates and times as well as the Public Hearing dates and times; with both being published in our local newspaper as well as on our website.

Action Requested: Discuss and approve meeting and public hearing dates.

**See B-3**

**B-5 Approval of March 29, 2021 Special Board Meeting Minutes**

**Director McAdoo made a motion; seconded by Director Miller to approve Special Board Meeting Minutes from March 29, 2021. Roll call vote. Passed unanimously.**

**B-6 Approval for payment of bills**

**Director McAdoo made a motion; seconded by Director Oliver to pay bills as presented. Roll call vote. Passed unanimously.**



**8. PUBLIC COMMENTS**

None.

**9. BOARD INFORMATIONAL UPDATES/COMMENTS**

Director Thoreson inquired as to the whereabouts of our drone. Director Oliver heard it was sold. Director Silva advised he would reach out to Chief Beaudoin and have an answer by Monday.

**10. STAFF COMMENTS/UPDATES**

None.

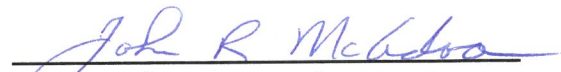
**11. NEXT MEETING DATE:** The next Special Board of Directors' meeting is Monday, April 26, 2021 at 6:00 p.m. The next regular Board of Directors' meeting is Thursday, May 20, 2021 at 7:00 p.m. via remote video conferencing

**12. ADJOURN**

Meeting adjourned at 2021.



**President Matthew Silva**

  
**Secretary/Treasurer John McAdoo**

