

Estacada Fire District #69



REGULAR BOARD OF DIRECTORS' MEETING September 24, 2020

(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 7:00 pm.

2. **INVOCATION – Chaplain Mike Vermace**

Chaplain Vermace's audio was not functioning so Director McAdoo gave the invocation.

3. **FLAG SALUTE**

Done.

4. **ROLL CALL:**

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

Others in attendance:

Clackamas Fire District #1: Chief Fred Charlton; Finance Director Christina Day; Battalion Chief Steve Deters; Division Chief Mike Corless; Division Chief Joshua Gehrke; Division Chief Nick Browne; Division Chief Brian Stewart; Fire Marshal Shawn Olson; Public Information Officer Brandon Paxton; Emergency Manager Gregg Ramirez; Battalion Chief Brent Olson; Battalion Chief Josh Santos; Battalion Chief Melanie Kinne; Battalion Chief David Palmer; Inspector Izak Hamilton; Captain Ryan Heitschmidt; Captain Kari Shanklin; Captain Clay Buford; Lieutenant Mike Bauer; District Chaplain Mike Vermace; Volunteer Association President Kirk Hambley; Volunteers Tom Benschoter and Jerry Kearny; Station 7; Station 19; and Executive Assistant Rachel Trotman.

Estacada Residents: Jami Platz; Connor and Adam King.

5. **CHANGES TO THE AGENDA**

President Silva announced that they added B-2 which was included in revised agenda. President Silva shared that after consulting with the Board, they added Proclamation 20-03 to thank the community during the wildfires.

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6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 20, 2020.

Minutes were approved by consensus as written.

7. PUBLIC COMMENT

Executive Assistant Trotman explained the process of how someone can use the Zoom functions of raise hand, Q&A or chat to express having a comment or question for the Board. President Silva asked that if someone does speak, that they state their name and address.

No public comments.

President Silva announced that he will check for public comment again at end of meeting, as some people were still trying to get into Zoom meeting.

8. BUSINESS ITEMS

B-1 Request Board Approval of Proclamation 20-02 – To Designate the Month of October 2020 as Fire Prevention Month

Chief Charlton reported that the Fire District was bringing Proclamation 20-02 before the Board, to designate October 2020 as Fire Prevention month.

Fire Marshal Shawn Olson shared that because of COVID-19, they've had to make slight adjustments on how to present the public education messaging this month. They also had to cancel the annual safety fair due to the circumstances. A majority of the outreach, if not all, will be done through social media and video recordings.

He shared that this year's topic is "Serving up safety in the kitchen." This focuses on trying to minimize the cooking related fires that happen annually, which are the number one cause of fires in residential homes.

He reported that the public educators created videos that will be released soon to the public. They have been catching up due to the circumstances over the past two weeks.

He shared that they have a couple videos finished and more will be coming. He's previewed one video and he thought it turned out awesome. Public Educator Kari Shanklin and Emergency Manager Gregg Ramirez are taking the lead on these videos.

He shared that their goal was to create and present these videos in lieu of the safety fair. Fire Marshal Olson then presented a PowerPoint presentation.

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He presented a slide that showed some of the safety highlights that will be mentioned in the videos and social media messaging.

He presented a slide showing where and how they are going to get this message out to the public. A new activity this year is a coloring contest for kids.

President Silva noted that he knows a majority of fires that occur happen in multi-family and single-family dwellings. He thought this was great because it targeted one of the major risk factors and didn't just focus on businesses.

Fire Marshal Olson confirmed that yes, they do have a comprehensive program that they do for inspections and that will be incorporated into this.

Deputy Fire Marshal Shanklin shared that normally they have a vibrant Open House schedule but due to COVID-19, they will be hosting virtual station tours and welcome the community to meet the firefighters that way.

Director McAdoo made a motion and Director Oliver seconded for the Board of Directors to adopt Proclamation 20-02 – To Designate the Month of October 2020 as Fire Prevention Month. The motion passed unanimously.

B-2 Request Board Approval of Proclamation 20-03 – To Thank the Community for their Support During the 2020 Wildfires

President Silva announced that under the unanimous direction of EFD Board, they have a Proclamation that Chief Charlton and his staff developed.

President Silva made motion to adopt Proclamation 20-03. He read the proclamation aloud: "During the devastating Clackamas County wildfire events in September 2020, the residents of Estacada Fire District No. 69 and surrounding areas went above and beyond in helping to save and support the community along with firefighters from Clackamas Fire District #1, county, state and federal agencies. Whereas, financial contributions were donated for those impacted by the wildfires; and Whereas, goods and services were donated to help support both first responders and citizens during and after the wildfire events; and Whereas, community members helped support the firefighting efforts to protect life and property by using their own resources; and Whereas, businesses and individuals donated equipment to aid firefighting efforts; and Whereas, local firefighters and firefighting resources from across the county, state and federal resources protected and supported the community; and Whereas, the outcomes of these devastating wildfires could have been worse if not for the efforts provided by the community members within Estacada Fire District No. 69; and therefore, the Board of Directors of Estacada Fire

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District No. 69, do hereby proclaim a thank you to the community for their support during the Clackamas County wildfires of September 2020.

President Silva made a motion and Director Thoreson seconded for the Board of Directors to adopt Proclamation 20-03 – To Thank the Community for their Support During the 2020 Wildfires. The motion passed unanimously.

9. BOARD INFORMATIONAL UPDATES / COMMENTS

a. Wildfire Update – Chief Charlton

Chief Charlton reported that he knows everyone has been working so hard during these wildfires. They are now focused on recovery.

He shared that so many families, individuals, business, etc. have been impacted, and they want to have as many resources available to them as possible. The Clackamas Emergency Services Foundation (CESF), which Estacada Fire is part of, has collected a little over \$60,000 in financial contributions. The Foundation has set up a program to provide financial assistance to individuals or agencies that were impacted by the wildfires. He explained that the Board should have received an email yesterday with those two forms. Chief Charlton encouraged them to please share these forms with anyone impacted. The forms were shared with the Clackamas Fire Board, the City of Estacada, and members of the community, as well as fire and law partners. The Foundation wants to make sure those dollars stay local and they want to reinvest in the community.

Chief Charlton thanked the Board for the proclamation. He thought it was important to recognize everyone who worked so hard during the devastating fires.

He shared that now they will focus on recovery and complete a comprehensive After-Action Review to look at the incident, actions and come up with summary. This leads to lessons learned. This should be done in the coming months.

President Silva shared that he knows some people who have lost their homes. He asked how he could get that form to them. He asked if this could be sent to him. Chief Charlton responded, yes, he will send the form to him. He also said that if President Silva has their email addresses, they can send it to them. Chief Charlton shared that hard copies of the forms are available at Station 330 as well.

Chief Charlton reported that the Foundation has already written one check to an individual who was impacted. He requested that the Board help him spread the word to those who were impacted.

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10. STAFF / COMMITTEE REPORTS

a. Chief's Report - Chief Charlton

Chief Charlton reported that even during these historic wildfires, they are still in a pandemic. They made sure that when firefighters came into Clackamas County to help, everyone was adhering to COVID-19 standards. This included having a Health Officer. The health and well-being of our firefighters and community members is critically important. He shared that they continue to focus on COVID-19 and how to help support and manage the pandemic.

He reported that CFD #1 applied for grant to help with defensible spaces and fuel reductions. He felt it was important that they work on a campaign to help create defensible spaces and vegetation reduction.

b. Contract for Service Report - BC Steve Deters

BC Deters shared highlights from his written report. For training, they completed ladder throws and carries, hose deployment, familiarization with draft site locations and drafting. For EMS training, they covered aquatic emergencies and back injury prevention.

He reported that there were 131 calls for service in August.

He reported on some significant calls that included a motor vehicle accident, a water rescue, and a brush fire. Mutual aid was received from Sandy and Gresham on the brush fire call. The apparatus that responded were listed in his written report.

He shared that Station activities included general upkeep and maintenance at 330. The crews attended a police and fire recognition event on August 29 held by Estacada Watch. They received a plaque which is now at the station. He shared that at the George Rd. station, they completed general upkeep and maintenance.

BC Deters noted the following staffing for August:

Clackamas Stations

- Stn.12 (Logan Community) – 9/31
- Stn.13 (Clarkes Community) – 15/31
- Stn.18 (Eagle Creek Community) – 31/31

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- Stn.333 (George Rd. Station) – 8/31

Rehab/Water Tender Group – 21/31

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He shared that the number of shifts was lower than normal. He went on to explain that typically, towards the end of summer, people are using a lot of vacation time. Then in September and October, they run a bit lower because of hunting season and back to school activities. He said that the numbers will probably return to normal as the holidays come up and as the recruits come out of training.

He reported that the Volunteer Association held their monthly meeting via Zoom. Chief Charlton, PIO Paxton and himself also held a Zoom meeting with the Association at the end of August to review proposed merger information.

He reported that they started the Volunteer Academy on the August 12. This included 18 suppression and eight support volunteers. Support volunteers will be released sometime in November and the suppression volunteers will be released around the first of the year.

Director Oliver asked if BC Deters could add the date of meeting to the top header of report. BC Deters confirmed he would add that.

LOSAP Update

Director Oliver asked about a LOSAP update.

BC Deters said that there was nothing more to report than was shared with the Interagency Committee. He was able to close out accounts that weren't vested. The check was received. He worked with Finance Director Day as there were three individuals whom they will have to issue some type of 1099 on Estacada Fire's behalf. Once that is worked out, he will get the deposits placed in those accounts.

c. Financial Report - Finance Director Christina Day

Finance Director Day shared that it was another pretty quiet month for financial activity. Their current report has three months' worth of contract for service payments (July, August, and September). October will be paid that week.

Finance Director Day noted that the audit was postponed. It was supposed to happen on September 10 and 11, but everyone was being evacuated. The next earliest available dates for the auditor are the end of October. She said she was still working with them to reschedule. In the meantime, Finance Director Day will upload all the documents to the auditor's share site so they can do the audit as they have time. They are still working on a plan for the audit.

President Silva asked what the deadline was for the audit. Finance Director Day said the deadline is December 31.

President Silva asked if there were any extensions given due to COVID-19?

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Finance Director Day said she hadn't heard of any extensions due to COVID-19, but the auditors were willing to come on site to do field work. She noted that they actually preferred to do the work on site as it was quicker.

Director McAdoo asked about the total funds in the PAC fund and how much the Local 1159 contributed. President Silva noted that CFD #1 has not donated any money and EFD #69 had not donated any money towards the PAC fund.

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

President Silva reported that the committee met and things were going along as planned. The PAC fund was developed. Fliers were sent out. He thanked Chief Charlton's group for gathering the factual information which is also accessible on the internet. The information packets were delivered to the Board members. Nothing new to report.

Chief Charlton shared that they wanted to try to do some community webinars to share information on emergency preparedness and fire prevention month. However, those had been put on hold. He hopes to reschedule these for October.

Chief Charlton addressed Director McAdoo's question regarding PAC funds. He said he didn't have information on that and that they would need to ask those who would be leading/chairing the PAC.

Discussion followed.

11. CORRESPONDENCE

Noted.

11.5 BOARD COMMENTS

President Silva added section 11.5 Board Comments. He wanted to publicly acknowledge that the Board members have received many phone calls from the public. He and Director Oliver called folks to listen to their concerns and questions. They gathered the information together and got ahold of Chief Charlton.

President Silva reported that Chief Charlton was very receptive. He took all the information and contact numbers. Chief Charlton and his staff called people back and talked to them to figure out what was going on. From that point on, Chief Charlton had a Division Chief solely working on investigations to see if there were some things that were missed and could be improved. He

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noted that like with any big fire, they will do an After Action Review (AAR). His staff are working on this immediately.

President Silva wanted to publicly acknowledge that they were contacted by people and that information was passed contact to Chief Charlton. He noted that Chief Charlton has done his due diligence.

Director McAdoo asked about minutes to sign. BC Deters shared that the minutes were on the table. The Board located them.

12. COMMUNITY ITEMS

President Silva asked Executive Assistant Trotman if there were any folks that wanted to communicate any questions or concerns. Executive Assistant Trotman responded that there were none for now.

President Silva said that the Board's phone numbers will be at Station 330 and they are available if there are questions and concerns.

13. NEXT MEETING

President Silva announced the next Board of Directors' meeting will be Thursday, October 15, 2020, at 7:00pm by remote video conferencing.

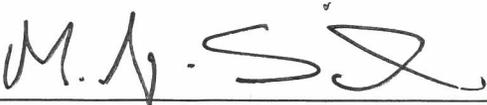
14. ADJOURNMENT

The meeting adjourned at 7:37 pm.

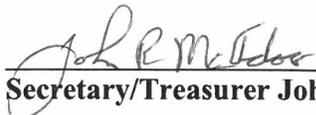
UPCOMING EVENTS:

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

Rachel Trotman
Executive Assistant



President Matthew Silva



Secretary/Treasurer John McAdoo