

Lake Grove Fire District #57  
PO Box 2163  
Lake Oswego, OR 97035

www.lgfd57.com

*Directors:*  
Grant Howell  
Bretley Hanson  
Allen Patterson  
Sherry Patterson  
Jon Harrell

## May 15, 2024 Lake Grove Fire District Monthly General Board Meeting Minutes

Board President Grant Howell called the General Board meeting to order at 5:34 pm via Google Meet and held in person at 5 Centerpointe, 1st Floor Conference Room.

### **In Attendance:**

Grant Howell, Allen Patterson, Sherry Patterson, Jon Harrell, Bret Hanson, Fire Chief Don Johnson, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Budget Committee meeting on April 10, 2024.
  - a. Allen moved to approve the minutes; Sherry seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the General Board meeting on April 10, 2024.
  - a. Sherry moved to approve the minutes; Allen seconded the motion. **Motion passed unanimously**
4. Fire Chief's Report – Fire Chief Don Johnson joined the meeting tonight.
  - a. The Fire Chief distributed Lake Oswego Fire Department black sweatshirts to the Board and Michelle tonight. Thank you Chief!
  - b. The Lake Oswego Fire Department is hosting a free three-day fire camp for teens ages 15-18 on July 26-28. The Fire Camp is an opportunity to gain valuable hands-on experiences and develop leadership, confidence and teamwork skills. "SPARK Curiosity – FUEL Empowerment – GROW Confidence". The Fire Camp is limited to 8 participants and the deadline to apply is Sunday June 30<sup>th</sup>.
  - c. The City Council would like to setup a task force to assist with a site suitability study for the South Shore Fire Station (212). One of the capital projects mentioned by the Council is this station. With all the urban growth south of the fire station, the City wants to investigate the best location for a station. The task force would evaluate other potential locations. Station 212 is the oldest of the four Lake Oswego Fire Stations still in active service. Built in 1971, the current station is not up to earthquake building codes nor does it have adequate gender-specific accommodations. The City does own the vacant property directly east of the existing station. The Chief asked if anyone on the LGFD Board would be interested in being on the task force.
    - i. Allen moved to nominate Jon to participate with the task force; Sherry seconded the motion. **Motion passed unanimously**
5. Board goals for fiscal year 2023-2024
  - a. Sherry has been working on seismic gas shutoff valves. Seismic gas shutoff valve devices automatically shut off the gas to your home when an earthquake happens. Jon

- has a contact that he will share with Sherry that may be helpful and provide further insight.
- b. Allen has been gathering information on home fire sprinkler systems. He continues to review the State of California legislation that created laws for home fire sprinkler systems.
  - c. Bret proposed mailing a postcard or pamphlet to residents educating them on propane tanks and the potential blast if a tank were to explode. Awareness and safety measures around propane. Bret will ask LOFD for their thoughts and input.
  - d. Jon has been helping the Board stay on task and follow the time limits for each topic on the monthly agenda.
  - e. Grant and Michelle attended the Southwood Park CPO (Community Planning Organization) meeting on Monday, April 29. It was great to hear from the residents in the neighborhood. They asked for the fire department to participate in their 4<sup>th</sup> of July parade again this year on Thursday July 4<sup>th</sup>. Michelle will coordinate with the neighborhood parade committee and LOFD.
6. The Board proposed a 10% longevity award for the Office Manager for FYE2024. The longevity award is calculated on hours worked in FYE2024 and will be paid at next month's General Board meeting. The Office Manager's formal performance review will occur on Wednesday June 12 in Executive Session.
- a. Allen moved to approve this longevity award; Bret seconded the motion. **Motion passed unanimously**
7. Financial Report
- a. The Board reviewed the monthly financial report.
    - i. Jon moved to pay the bills as presented; Bret seconded the motion. **Motion passed unanimously.**
  - b. Both bank reconciliations were completed for April 30, 2024 and for March 31, 2024 which had not yet been received by the last Board meeting. Grant and Allen reviewed and approved these 4 bank reconciliations.
8. Safety Update
- a. Grant asked the Board members present if they were aware of any safety issues and the response was no.

The Board meeting adjourned at 6:25 pm.