

Lake Grove Fire District #57  
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*Directors:*  
Grant Howell  
Bretley Hanson  
Allen Patterson  
Sherry Patterson  
Jon Harrell

## June 21, 2023 Lake Grove Fire District Monthly General Board Meeting Minutes

Board President Grant Howell called the General Board meeting to order at 5:31 pm via Google Meet and held in person at Lake Oswego City Hall, Dogwood Community Room.

### **In Attendance:**

Grant Howell, Bret Hanson, Sherry Patterson, Jon Harrell, Allen Patterson, Assistant Fire Chief Kris Artman, City Manager Martha Bennett, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the General Board meeting on May 10, 2023.
  - a. Allen moved to approve the minutes; Sherry seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Executive Session on June 14, 2023.
  - a. Allen moved to approve the minutes; Sherry seconded the motion. **Motion passed unanimously**
4. City Manager Martha Bennett joined the meeting tonight.
  - a. The City Manager's Office has been tasked by the City Council to update the Emergency Operations Plan (EOP). After the global pandemic, the City Council saw a need to bridge the gap between resources and residents. The City Manager is coordinating an Emergency Management Team who will be responsible for planning, preparing, and providing for the prevention, mitigation and management of emergencies or disasters that present a threat to the lives and property of Lake Oswego community members. This includes coordinating and facilitating emergency planning, preparedness, response, and recovery activities. On-going projects to strengthen the City's emergency management capabilities include updating the City's Emergency Operations Plan and Natural Hazards Mitigation Plan. The original Emergency Operations Plan was adopted in 2017 and is currently being updated and should be complete by the end of 2024.
5. Fire Chief's Report - Assistant Fire Chief Kris Artman joined the meeting tonight.
  - a. The South Shore Fire Station (Station 212) is the oldest of the four Lake Oswego fire stations and out-of-date. The station does not meet current facility standards found at other stations within the City. The major deficiencies are associated with the building

systems and envelope. Station 212 currently includes an apparatus bay of 2,000 square feet with two overhead doors for single-sided entry. There are no drive-thru bays at this station with bays long enough to store the Department's ladder truck. The apparatus bay accommodates 1 fire engine, 1 boat, and 1 brush truck. No administrative personnel are located here. Station 212 has a number of significant issues that hinder the staff and the overall function of the facility. These issues are related to both the size of the facility as well as the layout. In September 2007, Group Mackenzie completed a feasibility study for the replacement of the South Shore Fire Station utilizing the existing site and the property adjacent. Since this study was completed, the City completed the purchase of adjacent property.

- b. The Amateur Radio Emergency Service (ARES) is a national non-profit made up of licensed amateur radio operators who are willing to volunteer their time and equipment to help during a natural disaster. The only requirement is to be a licensed amateur radio operator. There are some local amateur radio clubs who provide training. Once someone takes the exam and pass, they pay the FCC \$35 for their license. As for equipment, can be as little as \$35 for a small handheld radio or many thousands and thousands of dollars for radios, antennas, power supplies, cable, etc. Some enthusiastic amateur radio operators have installed towers in their yards allowing them to talk literally, across the globe. Locally, Lake Oswego Fire Department (LOFD) has been very fortunate to obtain a grant to purchase some new radios that will be located at the fire stations. They are still waiting on ordering a few items in order to fully outfit the new radio kits. This will give us voice capability at each of the fire stations and only partial digital capability (i.e. emails, data) as the grant didn't fully fund all of the needs. LOFD's motivation is that they don't want to rely on volunteers bringing their own equipment in from home during a disaster. They want to make sure that the systems they have in place are all operational and consistent. LOFD will also be installing a brand new repeater in the coming months, transitioning the current primary repeater, which is past the end of its service life to a lower usage role and removing some equipment that is personally owned by an LOARES member.
6. Financial Report
- a. The Board reviewed the monthly financial report.
    1. Allen moved to pay the bills as presented; Sherry seconded the motion.  
**Motion passed unanimously.**
  - b. Both bank reconciliations were completed for May 31, 2023. Allen reviewed and approved these bank reconciliations.
  - c. The final installment for fiscal year 2022-2023 of \$ 259,285.86 is due to the City of Lake Oswego for the fire services contract. Allen will make the transfer this week.
  - d. Allen will transfer \$ 60,000 from the LGIP account to the US Bank operating account.
7. 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 7:06 pm.