



## **March 17, 2021 Lake Grove Fire District Monthly General Board Meeting Minutes**

Board President Bret Hanson called the General Board meeting to order at 5:41 pm via Zoom.

### **In Attendance:**

Bretley Hanson, Jon Harrell, Sherry Patterson, Allen Patterson, Grant Howell, Fire Chief Don Johnson,

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on February 24, 2021.
  - a. Jon moved to approve the minutes; Grant seconded the motion. **Motion passed unanimously.**
3. Fire Chief's Report
  - a. Covid-19 Vaccinations are going very well in the City of Lake Oswego. Over 1000 doses have been distributed to care facility residents and employees and to all city employees. The fire department expects to receive another 3000 doses in March. The Nathman Building on the campus of Mary's Woods, will likely be the vaccination site once the vaccines are available to everyone in April. The Lake Oswego Fire Department remains the only fire department in the County doing Covid testing.
  - b. The Chief plans to start accepting applications for firefighter positions the last week in March. With the anticipated number of employee retirements in 2021, the Chief expects to have 6 recruits participate in the academy.
  - c. The Lake Oswego City Council has asked the Chief for ideas to move the fire department forward and into the 21<sup>st</sup> Century. The City Council is made up of the Mayor and 6 City Councilors. The Mayor and half of the Council are in their first year serving the City. The City Council has asked the Chief to speak at their meeting on Tuesday April 20<sup>th</sup> to share ideas.
4. The Board reviewed their goals for 2020-2021.
  - a. Board President Bret Hanson prepared a draft of the opinion of the Board for the reserve balance of the Fire District. The Board reviewed and discussed. Michelle provided the amounts and the Board asked that she include the Board's opinion with the budget materials to the budget committee.
  - b. The updated hardware and software conversion is going well. The Board and Michelle have begun using "@lgfd.com email addresses" to conduct District business. These specific email addresses will better comply with public records retention laws.
  - c. Grant suggested having a training session for those who wanted a demonstration on how to navigate and use their new hardware and software.
  - d. Ahead of her annual review, the Board asked Michelle to obtain compensation information for her employment position.

5. The Clackamas County Special District Election is Tuesday May 18, 2021. Three of the District's 5 positions will be up for election. Position 1 currently held by Jon Harrell, Position 3 currently held by Grant Howell and Position 5 currently held by Bretley Hanson. All 3 gentlemen either have or are going to submit the necessary paperwork to the County for re-election.
6. The area and homes around Bryant Woods Park were discussed in reference to the urban wildland interface. Property owners can better protect their homes and firefighters during encroaching wildfires by reducing excess vegetation around their homes and other structures. The Board wants to preform preventive and pre-emptive actions now ahead of future wildfire seasons. More discussions to follow.
7. At the prior Board meeting the Board asked Michelle to follow up with Tom Gregoire, the landlord, for an update on the progress of the District office building repairs. Contractors have been on-site reviewing and determining the nature of the work. Yellow caution tape is on the staircase going to the second level. Michelle has not heard back from the landlord.
8. Financial Report
  - a. The Board reviewed the monthly financial report.
    - i. Grant moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
  - b. Both bank reconciliations were completed for February 28, 2021. Grant reviewed and approved these bank reconciliations.
9. Safety Update
  - a. Bret asked the Board members present if they were aware of any other safety issues and the response was no.

The Board meeting adjourned at 7:47 pm.