

Lake Grove Fire District #57
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Lgfd57.com

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

February 16, 2022 Lake Grove Fire District Monthly General Board Meeting Minutes

Board President Bret Hanson called the General Board meeting to order at 5:30 pm via Google Meet.

In Attendance:

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

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on January 19, 2022.
 - a. Jon moved to approve the minutes; Grant seconded the motion. **Motion passed unanimously**
3. Fire Chief's Report
 - a. Chief Johnson is getting input from the line personnel on the Assistant Fire Chief position. What do they want in their next Assistant Chief? The Chief plans to recruit inside and outside the department and hopes to have the position filled by this Summer. In the meantime, the position will go unfilled and the Chief and Battalion Chiefs are helping out.
 - b. The City Council had their planning session recently and took a deep dive into each City department. The Council hopes to replace and rebuild the South Shore Fire Station 212. The station is old and out-of-date and does not meet current facility standards found at other stations within the City. 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. The City owes the adjacent parcel to the station and could expand and revise the entrance and exit to the station. The initial budget is \$ 5,000,000.
 - c. Sherry asked the Chief about placing automated external defibrators or AEDs in community parks where they are not already. The Chief said each class who is going through the Leadership Lake Oswego, affiliated with the Lake Oswego Chamber of Commerce, has raised money to buy public AEDs. The cost is about \$ 1,100 per unit.
4. Bret asked the Board how they were doing with their goals for 2021-2022.
 - a. Grant met with the Fire Chief to discuss the fire services contract. Jon joined them on the telephone. The Chief prepared the draft of the contract and emailed it to Michelle to distribute to the Board. The contract will commence July 1, 2022 and go through June 30, 2027. The Board reviewed and asked Michelle to forward to the District's general counsel for their review and comment.
 - i. Grant moved to forward the contract to Bob Blackmore for his review and comment; Bret seconded the motion. **Motion passed unanimously**
 - b. Bret found some Lego fire station sets we would like the District to purchase for the 4 fire stations in Lake Oswego. He will email the link to Michelle so that she may purchase with the District's debit card. Bret asked that they be mailed to Jon's house for safe keeping until distribution.

- i. Jon moved to purchase these 4 lego sets with a total not to exceed amount of \$ 300.00; Grant seconded the motion. **Motion passed unanimously**
 - c. Jon proposed doing the meals with the 4 fire stations in either April or May. With Covid cases decreasing, the State's mandatory mask mandate may be lifted sometime in March. The plan is to distribute the Lego sets to each station at that time.
 - d. Grant is working on the Board policy handbook. He plans to have a draft at the April meeting and ask the Board to review and discuss at the May meeting. The Board plans to also have the District's general counsel review the policy handbook.
- 5. The Board recently became aware of some quality control issues discovered by the Peer Review Committee of the Oregon Society of CPAs for the District's audit firm of Jarrard, Seibert, Pollard & Co., LLC (JSP). Michelle invited both Russ Ries of JSP and Jon Howell, a CPA and resident of the Fire District to join the meeting. JSP received a rating of "Pass with deficiencies". Russ spoke of the quality control issues and the documentary errors that were found. The period in question was from April 1, 2020 through March 31, 2021, right in the heart of Covid and when employees were working remotely, Russ said. The Peer Review Committee selected several audits done by JSP and the Lake Grove Fire District audit was not one of them selected. Russ acknowledged the deficiencies and JSP has agreed to corrective actions agreeable to the Peer Review Committee of the Oregon Society of CPAs including additional continuing professional education and hiring an outside party acceptable to the Committee, to perform a pre-issuance review of the report, financial statements, and working papers for their next Single Audit engagement issued subsequent to the peer review. Russ was admittedly frustrated with the peer review process from the short time frame to the strict guidelines during a pandemic to perceived risk assessments. The Board thanked Russ and Jon and will process what they heard. More to follow.
- 6. Financial Report
 - a. The Board reviewed the monthly financial report.
 - 1. Jon moved to pay the bills as presented; Grant seconded the motion. **Motion passed unanimously.**
 - b. Both bank reconciliations were completed for January 31, 2022. Grant and Jon reviewed and approved these bank reconciliations.
- 7. Sherry would like the Board to consider placing AED units in the community parks that are in our Fire District where one is not there already. Grant asked who would maintain, test and order supplies for these units. Michelle stated there are funds in this year's budget if the Board chooses to purchase this fiscal year. Michelle will reach out to the Fire Chief for additional information and report back at the next Board meeting.
- 8. Grant mentioned that the Lake Oswego School District (LOSD) is hosting an online meeting via Google Meet on Wednesday February 23 at 6:00pm. The Rosewood Neighborhood Association/Community Planning Organization (Rosewood NA/CPO) has been invited to attend and participate. LOSD is the owner of the property at 6333 Lakeview Blvd in Lake Oswego and is proposing relocating the bus barn (transportation depot) from its existing location behind Lake Grove Elementary School to this parcel of land.
- 9. Safety Update
 - a. Bret asked the Board members present if they were aware of any safety issues and the response was no.

The Board meeting adjourned at 7:16 pm.