

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

## October 13, 2021 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:**

Bretley Hanson, Jon Harrell, Sherry Patterson, Allen Patterson, Grant Howell, Fire Chief Don Johnson, Fire District Auditor 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 September 15, 2021.
  - a. Allen moved to approve the minutes; Sherry seconded the motion. **Motion passed unanimously**
3. Fire Chief's Report
  - a. 8 new employees of the Lake Oswego Fire Department (LOFD) are about ready to graduate from the fire academy. 2 females and 6 males. All 8 employees are paramedics and have experience working at other fire departments. The Chief anticipates there will be a need for another fire academy next Spring or Summer as current employees retire.
  - b. Covid-19 Vaccine booster shots are now being given by the LOFD. A booster is a vaccine dose that may be given to someone whose immune response from the primary vaccine series begins to wane over time or to those at higher risk of severe disease or infection due to working or living conditions. All three vaccines are available as a booster dose for certain groups. Lake Oswego residents can get a booster dose at any location that provides COVID-19 vaccines, depending on advice from their health care provider, preference, availability or convenience.
  - c. Sherry brought to the Chief's attention a potential need for additional fire hydrants on Indian Springs, Albert Circle, and a few others. The Chief will drive the areas in question and report back. He may ask Sherry to ride with him to get her perspective.
4. Sherry would like the Fire District to rejoin the Association of State Dam Safety Officials (ASDSO). The Fire District has been a member in the past.
  - a. Bret moved to approve the Fire District rejoining ASDSO; Allen seconded the motion. **Motion passed unanimously**
5. FY2021 Audit Presentation -
  - a. Russ Ries from Jarrard, Seibert, Pollard & Co reported on the FY2021 Audit. Russ walked the Board through the various financial statements. The audit resulted in a clean unmodified opinion, the highest classification, and there were no material findings. Jarrard, Seibert, Pollard's opinion is that the District's financial statements are fairly presented in accordance with generally accepted accounting principles. Russ wishes all of his clients were as complete and organized as the Fire District.

6. Bret summarized and clarified the FY 2021-2022 goals the Board discussed at their last meeting. Goals should be understood and achievable. Below is a summary of these goals with the responsible party noted.
  - a. Grant – Create and distribute a Board handbook.
  - b. Michelle – Create a training manual with details on how she does her job and the preparation that goes into it.
  - c. Jon – Create an annual Spring Renewal tradition providing a planned, casual, up-scale meal for each fire station one at a time over the Spring season
  - d. Allen – Find our new District office space
  - e. Sherry – Improve the current situation regarding the risk of fire spread within Bryant Woods and Canal Acres Nature Parks.
  - f. Bret – Provide “Fire Fighter” themed Lego sets to each fire station.
7. Financial Report
  - a. The Board reviewed the monthly financial report.
    - i. The lease with the landlord is due to expire on October 31, 2021. The Board pays for the upcoming month during this meeting. The Board agreed to pay the landlord tonight but was unsure of the total amount due. Michelle will present the proposal discussed tonight regarding the future of the District's tenancy at its current location and will ask 2 of the Board Directors to sign the check once the amount due is known.
      1. Allen moved to pay the bills as presented; Bret seconded the motion.  
**Motion passed unanimously.**
  - b. Both bank reconciliations were completed for September 30, 2021. Grant reviewed and approved these bank reconciliations.
8. Safety Update
  - a. Bret asked the Board members present if they were aware of any safety issues and the response was no. The fire extinguisher will need to be serviced before the end of 2021.

The Board meeting adjourned at 7:02 pm.