

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

www.lgfd57.com



Directors
Sherry Patterson
Allen Patterson
Jon Harrell
Bretley Hanson
Daemon "Kris" Chiasson

March 11, 2020 Lake Grove Fire District Monthly General Board Meeting Minutes

Board President Sherry Patterson called the General Board meeting to order at 5:30 pm at 17665 SW Pilkington, Suite B, and Lake Oswego, OR, 97035.

In Attendance:

Sherry Patterson, Jon Harrell, Allen Patterson and Kris Chiasson via phone, 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 January 22, 2020.
 - a. Jon moved to approve the minutes; Kris seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the minutes from the Board meeting on February 19, 2020.
 - a. Kris moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously.**
4. Fire Chief's Report
 - a. Tualatin Valley Fire & Rescue (TVF&R) Station 39 has been open for 2 months. The Chief stated emergency calls exceeded 90 per month prior to their opening this station. Now it is about 25 calls per month. The Chief meets with TVF&R leadership monthly. Lake Oswego Battalion Chiefs go to their stations for training drills and their Battalion Chiefs come to our stations for training drills.
 - b. The City is focused on implementing strategies to help slow the spread of COVID-19. About a week ago, Clackamas County opened their Emergency Operations Center and the City of Lake Oswego is preparing an Incident Action Plan to slow the spread of COVID-19. The City of Lake Oswego is adjusting City meetings, programs and activities with the goal of slowing transmission of the coronavirus in Lake Oswego. These changes will be implemented at least until April 28, 2020. The State of Oregon's action follows updated guidelines from the U.S. Centers for Disease Control and Prevention, released March 10, 2020 and the World Health Organization's Designation of COVID-19 as a global pandemic. The City will continue to provide essential services such as police and fire protection, quality drinking water, and well-maintained infrastructure to the people of Lake Oswego.
5. The Board asked Michelle to purchase 2-person 3-day backpacks through Amazon for the City of Lake Oswego's Emergency Preparedness Fair.
 - a. Jon moved to purchase backpacks on Amazon as suggested; Kris seconded the motion. **Motion passed unanimously.** Jon found them on Amazon's site and sent the link to Michelle to purchase.
6. The Board discussed personal time off for Michelle. She currently does not receive vacation, holiday or sick leave.

- a. Sherry moved to grant Michelle 15 hours annually of personal time off or PTO. Kris seconded the motion. **Motion passed unanimously.**
- 7. Financial Report
 - a. The Board reviewed the monthly financial report.
 - i. Kris moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
 - ii. The second installment for fiscal year 2019-2020 of \$ 236,931.87 is due by March 31, 2020 to the City of Lake Oswego for the fire services contract. Allen will make the transfer on March 27, 2020.
 - b. Both bank reconciliations were completed for February 29, 2020. Jon reviewed and approved these bank reconciliations.
- 8. Safety Update
 - a. Sherry asked the Board members present if they were aware of any other safety issues and the response was no.

The Board meeting adjourned at 6:30 pm.