

Lake Grove Fire District #57
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Lgfd57.com

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

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

Board President Bret Hanson called the General Board meeting to order at 5:33 pm via Google Meet.

In Attendance:

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

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on February 16, 2022.
 - a. Grant moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously**
3. Fire Chief's Report
 - a. The City Council will honor 6 members of the Lake Oswego Fire Department (LOFD) at a Council meeting in May 2022. These brave firefighters responded to a call involving a vehicle driven by an individual suffering a medical emergency having crashed into a home. The car rested 3 feet from where the residents slept. The fire crew were able to extricate the driver and get the residents out safely. The driver, who was alone in the vehicle, continues to rehab and recuperate. Thank you LOFD!
 - b. The Lake Oswego Fire Department currently participates in a mutual aid agreement with Tualatin Valley Fire & Rescue (TVF&R). With staffing changes and the TVF&R fire station on McEwan, the calls that LOFD has responded to has dramatically decreased over the last couple of years. The goal of mutual aid is to lend or receive fire protection and emergency medical services assistance and provide emergency response and protection support across jurisdictional boundaries.
 - c. Chief Johnson plans to meet with every fire department employee during the month of April. He wants to get 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 July. In the meantime, the position is being covered by the Chief and Battalion Chiefs.
 - d. The CERT (Community Emergency Response Team) training is going to start soon after a two-year hiatus due to Covid-19. David Smith will be running the program and the Chief will let us know when schedule is known.
 - e. The Chief invited the Board to visit the Lake Oswego Communications Center (LOCOM) and sit along one of the 20 911 operators. The Chief recommends one or two people at a time to sit with the operators for ninety minutes. LOCOM handles all emergency and non-emergency telephone calls for the Lake Oswego Fire Department and the Lake Oswego, West Linn and Milwaukie Police Departments. Michelle will coordinate with the Board and the Chief to schedule.

4. Bret asked the Board how they were doing with their goals for 2021-2022.
 - a. Bret emailed Michelle the link to purchase 4 Lego sets for the 4 fire stations in Lake Oswego. Michelle will have them shipped to Jon's house. The plan is to distribute the Lego sets to the fire stations at the time of the meals the Board is going to provide.
 - b. Jon proposed doing the meals with the 4 fire stations at the end of April or May.
 - i. Bret moved to provide meals to the 4 fire stations for the 3 shifts at each station. with a total not to exceed amount of \$ 750.00; Grant seconded the motion.
Motion passed unanimously
 - c. Grant is working on the Board policy handbook. He is using information provided by Special Districts of Oregon (SDAO). He plans to have a draft at the April meeting and ask the Board to review and discuss at the May meeting. The Board also plans to have Bob Blackmore, the District's legal counsel, review.
 - d. Allen is going to work with Sherry on fire sprinkler initiatives. Fire sprinklers have proven to save lives and mitigate damage to property. They would like to an outreach to encourage builders and contractors to install fire sprinklers whenever possible.
 - e. Michelle is working on compiling her duties she does on behalf of the Fire District. She has broken them down to monthly, budget and audit duties. Bret suggested including contact information for the people Michelle deals with for the District. Michelle will have these done in May and June.
5. The Board reviewed and discussed renewing the fire services contract with the City of Lake Oswego for another 5 years. The Board asked Michelle to ask Bob Blackmore, to review the contract. Bob confirmed the contract is consistent with prior contracts and Bob didn't find any issues. The contract would commence July 1, 2022 and expire June 30, 2027.
 - a. Jon moved to renew the fire services contract with the City of Lake Oswego for another 5 years; Bret seconded the motion. **Motion passed unanimously.**
6. The Board discussed Russ Ries of the District's audit firm of Jarrard, Seibert, Pollard & Co., LLC (JSP) presentation from the last Board meeting. Russ spoke of some recent quality control issues and documentary errors discovered by the Peer Review Committee of the Oregon Society of CPAs. The Peer Review Committee selected several audits done by JSP and the Lake Grove Fire District audit was not one of them selected. JSP received a rating of "Pass with deficiencies". Russ acknowledged the deficiencies and JSP has agreed to corrective actions agreeable to the Peer Review Committee of the Oregon Society of CPAs. JSP has done the Fire District's audit commencing with the 2014-2015 fiscal year.
7. Financial Report
 - a. The Board reviewed the monthly financial report.
 1. Bret moved to pay the bills as presented; Grant seconded the motion.
Motion passed unanimously.
 - b. Both bank reconciliations were completed for February 28, 2022. Allen and Sherry reviewed and approved these bank reconciliations.
8. Grant mentioned that the Rosewood Neighborhood Association is hosting an online meeting via Zoom tonight at 7:00pm. Discussion topics include the Lake Oswego School District (LOSD) property on Lakewood Blvd.
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 6:30 pm.