



May 20, 2020 Lake Grove Fire District Monthly General Board Meeting Minutes

Board President Sherry Patterson called the General Board meeting to order at 5:35 pm via Zoom.

In Attendance:

Sherry Patterson, Jon Harrell, Allen Patterson, Bretley Hanson, 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 April 15, 2020.
 - a. Jon moved to approve the minutes; Allen seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the minutes from the Budget Committee meeting on April 15, 2020.
 - a. Allen moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously.**
4. Fire Chief's Report
 - a. The Chief said all the firefighters and LOFD personnel have avoided contracting COVID-19. They are proactively taking steps to ensure their workforce is healthy and are continuing to provide the highest level of emergency response to our community. LOFD is currently responding to all emergencies as we would under normal circumstances however as we are responding on calls for medical assistance you may see us wearing more personal protective equipment. Firefighters will routinely wear a mask, gloves and safety glasses on many calls. They are working collaboratively with other regional fire departments and following the advice from Clackamas County Disaster Management and the Oregon Health Authority.
 - b. The Chief said the Birthday Parades during Physical Distancing have been a huge hit. The battalion chief truck and fire apparatus will drive by a child's home who is celebrating a birthday during the pandemic and wave and wish the birthday girl or boy a "Happy Birthday". The children, their families and the entire community love it!
 - c. Construction for the new City Hall is underway. The new City Hall will be located at the corner of A Avenue and 3rd Street in downtown Lake Oswego. The office design (private offices, cubicles) and layout plans are being reevaluated due to COVID-19 realizations. Construction of the new 73,000 square feet (sf) building is next to the existing City Hall, and includes 57,300 sf of city hall and police/911 space, 2,700 sf of retail and 13,000 sf of underground secured police parking. The second phase of the project will be deconstruction of the existing City Hall and construction of a new civic plaza, surface parking and street improvements.
5. The Board proposed a 30% longevity award for FYE2020 for Michelle. The award is calculated on hours worked in FYE2020 and will be paid at next month's Board meeting.

- a. Allen moved to approve this longevity award; Jon seconded the motion. **Motion passed unanimously.**
6. Financial Report
 - a. The Board reviewed the monthly financial report.
 - i. Bret moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
 - b. Both bank reconciliations were completed for April 30, 2020. Allen reviewed and approved these bank reconciliations.
7. In the light of the COVID-19 pandemic and for the health and safety of Michelle and the entire Board, the Board asked Michelle to have the heating, ventilation, and air conditioning (HVAC) system checked, inspected and cleaned for the building. Michelle will work with the landlord and coordinate with the other tenants as all the thermostats, controls, equipment and mechanics are in their offices.
8. The Board asked Michelle to purchase 5 gift cards valued at \$ 25.00 each from the Happy Sparrow Café here in our District. Each gift card will be given to the Budget Committee member as a thank you for their time and input on the FY2021 Budget.
 - a. Jon moved to purchase 5 - \$ 25.00 gift cards from Happy Sparrow Café for the Budget Committee members; Bret seconded the motion. **Motion passed unanimously.**
9. Michelle stated that Pamplin Media is going to start charging the District for their monthly meeting notices published in the local Lake Oswego paper. The cost currently is about \$ 15.00 per month.
 - a. Allen moved to continuing publishing the meeting notices in the paper; Jon seconded the motion. **Motion passed unanimously.**
10. 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 6:41 pm.