

Lake Grove Fire District #57  
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Lake Oswego, OR 97035

Lgfd57.com

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

## May 18, 2022 Lake Grove Fire District Monthly General Board Meeting Minutes

Board Vice President Jon Harrell called the General Board meeting to order at 5:30 pm via Google Meet.

### **In Attendance:**

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 April 13, 2022.
  - a. Jon moved to approve the minutes; Grant seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Budget Committee meeting on April 13, 2022.
  - a. Grant moved to approve the minutes; Sherry seconded the motion. **Motion passed unanimously**
4. Fire Chief's Report
  - a. The Chief thanked the City for their help the evening of April 7, the night of the apartment complex fire at Evergreen Road and Third Street. The City opened up the City Council chambers for the affected residents where there was food, water, phones and cell phone chargers. The Red Cross assisted 8 families with temporary housing.
  - b. Mountain Park Homeowners Association was awarded the Oregon Department of Forestry's 2022 Small Forestland Grant. This grant is for a collaborative urban forestry project designed to reduce the risk of wildfire in the neighborhood of Mountain Park in Lake Oswego. The primary goals of this project include reduction of hazardous fuels on common property, invasive species removal, promotion of healthy native plant communities, and supporting the formation of a Firewise community managed by residents of Mountain Park.
5. Jon asked the Board how they were doing with their goals for 2021-2022.
  - a. The Board is going to provide meals to the 4 fire stations sometime in June, once the weather is nicer. Jon will reach out to the Chief to come up with some dates that would work. A motion was passed previously 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. Allen and Sherry would handle the Main Fire Station downtown (214), Grant would handle the South Shore station (212), Jon would handle the Jean Road station (211) and Michelle would handle the Westlake Station (210).
  - b. Grant is working on the Board policy handbook. He is using information provided by Special Districts of Oregon (SDAO) and Oregon Fire District Directors Association (OFDDA). Bret offered to help draft the handbook. The Board also plans to have Bob Blackmore, the District's legal counsel, review. This is a large goal and will be a goal for the new fiscal year.

- c. On Saturday June 11<sup>th</sup>, the Lake Oswego Fire Department will be holding a city-wide radio communications exercise from 8am until Noon. The purpose of this exercise will be to evaluate a draft General Mobile Radio Service (GMRS) radio channel plan developed to help citizens communicate when normal modes of communication (i.e. phone/internet) are disrupted. Allen proposed purchasing GMRS radios for the Board members and Michelle. The GMRS is a land-mobile FM UHF radio service designed for short-distance two-way communication. The GMRS radio repeater is operational in Lake Oswego providing GMRS license holders with repeater capable radios an ability to communicate with each other throughout most regions of the city and into neighboring communities. While the primary purpose of the repeater is to improve communication paths during an emergency, it is generally available 24/7 for casual or training purposes. An informational webinar is tentatively planned for the evening of Thursday, June 2nd at 7:00 PM to provide participants and anyone interested in this event additional background and instructions prior to the exercise. The radios require a license in the United States.
- d. Allen and Sherry are going to work on fire sprinkler initiatives. Fire sprinklers have proven to save lives and mitigate damage to property. This is a large goal and will be a goal for the new fiscal year.
- e. Michelle contacted several audit firms for the Fire District's annual financial audit. All the firms are authorized by the State Board of Accountants to conduct municipal audits. The Board asked Michelle what her recommendation would be and she replied to stay with Jarrard, Seibert, Pollard & Co., LLC (JSP). The Board agreed and would like to discuss with Bret at the next Board meeting.
- 6. The Board proposed a 10% longevity award for FYE2022 and a 5% wage increase, starting June 1, for Michelle. The longevity award is calculated on hours worked in FYE2022 and will be paid at next month's Board meeting.
  - a. Sherry moved to approve this longevity award and wage increase; Jon seconded the motion. **Motion passed unanimously.**
- 7. Sherry suggested contacting the neighborhood associations in our District of the monthly meetings. Michelle will email the schedule and encourage attendance.
- 8. Financial Report
  - a. The Board reviewed the monthly financial report.
    - 1. Grant moved to pay the bills as presented; Allen seconded the motion. **Motion passed unanimously.**
  - b. Both bank reconciliations were completed for April 30, 2022. Allen and Sherry reviewed and approved these bank reconciliations.
- 9. Safety Update
  - a. Jon asked the Board members present if they were aware of any safety issues and the response was no.

The Board meeting adjourned at 6:35 pm.