

Regular Board Meeting
Corbett Fire District #14
Board of Directors
October 11, 2021

Present: Chair Shannon, Vice-chair Purvine, Secretary/Treasurer McHenry (by phone) and Director Weber

Late Arrival: Director Weber @ 6:35 p.m.

Absent: Director Brothers (excused)

Staff: Fire Chief Dave Flood and Office Administrator Heidi Timberman

Guests: TSCC Executive Director Allegra Willhite,
TSCC Budget Analyst Tunie Betschart,
Russ Ries, Auditor with Jarrard, Seibert, Pollard & Co.,
Assistant Chief Brent Younker @ 7:12 p.m. and Malcolm Freund

The Board Meeting was opened at 6:30 p.m. by Chair Shannon

Minutes

Chair Shannon asked if anyone had any comments on the September 8, 2021 Board Meeting minutes. There were no comments.

Vice-chair Purvine made a motion the September 8, 2021 Board Meeting minutes be approved as presented.

Secretary/Treasurer McHenry seconded.

All in favor, motion carried.

(3 yes votes: M. McHenry, V. Purvine & D. Shannon; 0 no votes)

Monthly Financial Review

Office Administrator Timberman presented the September 2021 financial reports. All funds are within adopted budget appropriations for the fiscal year. Property tax revenue collections is approximately 70% of same period last year; \$1,600 in dollars. Property tax statements will be out soon and we will have a large inflow of revenues next month. The LGIP interest rate was reduced to .45% from .55% today. There were no unusual or unplanned expenditures for September except for the Patton Meadow fire conflagration payroll. We will receive around \$17K for the use of apparatus; the total for the fire season is about \$72K. The reimbursement packet was submitted to OFSM on September 13. There has been no word of when we might receive the conflagration reimbursements. She

provided a recap of individual line items whose % of budget is higher than the % of the fiscal year completed.

Audience Testimony

None

TSCC

Allegra Willhite introduced herself to the board in her role as the new Executive Director of TSCC; she replaces Craig Gibbons who has served the role for the past eight years. She and Budget Analyst Tunie Betschart met with Fire Chief Flood and OA Timberman, and were taken on a short tour of the district, prior to tonight's meeting. We will work closely with TSCC as we consider and prepare to place a bond measure before the citizens of the district.

2020-2021 Audit - Presentation of Draft Audit Report

Auditor Russ Ries made a detailed presentation of the FY 2020-2021 draft audit report. He covered the Independent Auditors' Report and the opinion that will be issued and the basic financial statements. He also highlighted some changes in the footnotes and provided a quick review of budget vs actual schedules. Finally, he talked briefly on the additional reporting required in accordance with Oregon Minimum Standards. Questions about PERS and LOSAP were asked and answered satisfactorily. The board thanked him for his work and the presentation.

METRO Properties: tax loss to small districts

FC Flood reported there has been no new progress on this issue. He still plans to meet with the school superintendent. The water district has the least to gain and has yet to hire a manager so that conversation will have to wait; they hope to have someone in place by the first of the year. Chair Shannon suggested FC Flood delegate contact with larger districts similarly affected by Metro property purchases to the board.

Hydrants

FC Flood reported he had met with Corbett Water District Board Chair Jeff Hargens and Member Kelly Piper last month. They are obviously in flux with manager and district clerk transitions. They had a long discussion of the hydrant system and how it affects ISO rating. He thought it went well and expects the two agencies to continue building an on-going relationship.

COVID-19

FC Flood reported that a Fire Chief's Memo, included in board packets, went out to members on September 29. OA Timberman reported we have nine members yet to respond. She will follow up with them tomorrow.

Fire Chief Recruitment

FC Flood provided a list of district wide responsibilities; it is not inclusive. The new FC will decide how and where to delegate these. Chair Shannon then proposed a process to hire the next chief from within the department. We are not proposing to vote on a process for future recruitments but rather addressing the current one. The process is to form and empower a committee of two board members and the departing chief (as a representative of the department and not a candidate for the position). OA Timberman is to send out a letter informing volunteers that we are conducting this process and that we are going to appoint from within. They should and can participate in the process by either submitting a letter of interest in the position, or meeting in public, private, anonymously or otherwise to declare support for or against any individual, to any member of the committee for a period of two weeks. The committee will have the coming month to evaluate the information received from the firefighters and to discuss and form a recommendation to be presented to the full board at next month's meeting. He hopes the recommendation will be compelling and complete and that the board will be able to, at that meeting, hire a new chief who can then restructure the senior leadership. Discussion opened at this time. We will direct volunteers to the list of district wide responsibilities shared at this meeting. A copy of the current Fire Chief contract is also available for viewing. Limiting tenure may not be in our best interests at this time. The selection process of a Fire Chief needs to take into consideration an assessment of the department at the time of the recruitment. The hiring committee may extend the deadline to express interest if necessary. Chair Shannon made a motion to form a committee of two board members and our current Fire Chief to make a recommendation at the next board meeting on a Fire Chief replacement. That committee is directed to consult with any and all firefighters that want to participate, and at its discretion, anyone else it sees fit. The committee is directed to come with a recommendation to the next board meeting. The committee can be assisted in communicating with the firefighters through a letter prepared by OA Timberman consistent with what was discussed today with the list of district wide responsibilities submitted tonight as an attachment. The committee is empowered to extend any deadline necessary and is requested not to. Director Weber seconded.

All in favor, motion carried.

(4 yes votes: M. McHenry, V. Purvine, D. Shannon & F. Weber; 0 no votes)

Director Weber and Secretary/Treasurer McHenry will serve on the committee along with FC Flood.

General Order #13

Chair Shannon would like to restructure how the department awards LOSAP contributions prior to the new Fire Chief assuming the position. He sees the award based on service time rather than the percentages of training and call response currently in place. The current minimums requirement will need to be met in order for a firefighter to remain in good standing in the department. The full range of skills and roles of a firefighter have changed; the award needs to change with it. FC Flood and OA Timberman were directed to draft an update to GO #13 and bring to the next meeting with the goal of implementation on January 1.

Facilities

Tabled until next month.

SCBA's

FC Flood spoke with Chair Shannon earlier about the MSA SCBA's we bought with the grant we received a couple of years ago; 12 of the 27 have had major electronic failures. There has been no cost to us to repair however a 44% defect rate is unacceptable. FC Flood is going to call the vendor and request the balance be fixed before we pursue a legal remedy.

BOEC

FC Flood reported the BOEC continues its downward spiral. The mayors of the four East County cities and Sheriff Reese have written a letter demanding improvement of service. Most county sheriffs run the 911 system. City of Portland runs ours. FC Flood was invited by BOEC User Committee citizen representative John Bryson to attend the next meeting to discuss their failure and plan to address it. FC Flood has dispatched two or three calls; citizens are calling him directly.

Chief's Report

Run reports for September – FC Flood will prepare the call report for September and provide at next month's meeting; he has been training OA Timberman on Fire House RMS and she is picking it up quickly; he believes this may be one of our busier years; four wildland fires in one week, two of which were probably arson, one was arson and the beaver fire near Benson Lake – a tree fell across the power lines (technically arson)

Fire House upgrade – OA Timberman reported that ESO, who bought Fire House years ago, will make an announcement at the end of the year that they will no longer support the current version and are encouraging current subscribers to upgrade to the new cloud-based version sooner rather than later. She recommends upgrading now and adding the EMS component – we are the only agency in the county not doing electronic charting; the cost is approximately three times what we are currently paying however we believe it will save OA Timberman time in the long run. Director Weber made a motion to upgrade the Fire House RMS as explained tonight and to authorize the OA to engage in a contract with ESO for the new Fire House.

Vice-chair Purvine seconded.

All in favor, motion carried.

(4 yes votes: M. McHenry, V. Purvine, D. Shannon & F. Weber; 0 no votes)

Brent – we celebrated Brent’s 50 years in the fire service on September 19 - Channel 8 did a great article on it

Items not on Agenda

Vice-chair Purvine reported on the mumble strips brought up at last month’s meeting.

Agenda Suggestions for Future Meetings

None

Chair Shannon adjourned the Board Meeting at 9:12 p.m.