



SANDY FIRE DISTRICT NO. 72

17460 Bruns Avenue • P.O. Box 518 Sandy, Oregon 97055

Business Phone: 503.668.8093 • Facsimile: 503.668.7941

**SANDY FIRE DISTRICT No. 72
BOARD OF DIRECTORS MEETING AGENDA
THURSDAY, MAY 11, 2023
17459 BRUNS AVE
7:00 PM**

Call to Order Per ORS 192.610 to 192.690
ORS 192.650 – This meeting is being recorded.

Roll Call & Flag Salute

Changes to the Agenda

- 1) *** Consent Agenda:**
 - April 13, 2023 Board Meeting Minutes
 - April Accounts Payable
- 2) **Financial Report:**
 - April Financial Report
 - 2023/2024 Proposed Budget
- 3) **Correspondence:**
 - Public
 - Media
- 4) **Recognition/ Public Comment:**
- 5) **Old Business:**
- 6) **New Business:**
- 7) **Volunteer Report:**
- 8) **Union Report:**
- 9) **Division Report:**
- 10) **Clackamas Fire Report:**

* Board Action Required

11) Chief's Report:

- Dover Camera System
- Quick Response Vehicle
- Wildfire Preparedness Fair

12) Chairman's Report:

13) Action Items:

Next Regular Scheduled Board Meeting:

Budget Hearing Thursday, June 8, 2023 at 6:00 pm

Board Meeting Thursday, June 8, 2023 at 6:00 pm

Adjournment (Motion)



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SANDY FIRE DISTRICT NO. 72 BOARD OF DIRECTORS MEETING THURSDAY, APRIL 13, 2023

Chair Sue Hein called the regular meeting of the Sandy Fire District Board of Directors to order at 7:00 pm per ORS 192.610 to 192.690. This in-person and virtual meeting was recorded per 192.650. Roll call showed the following Directors present:

ATTENDANCE: Board Chair Sue Hein, Board of Directors; Ron Lesowski, Andrew Brian, Mark Maunder and Ryan Fox. Staff: Chief Phil Schneider, Division Chief Jason McKinnon, and Office Manager Nannette Howland. Clackamas Fire Staff: Chief Steve Deters and Chief Mark Whitaker

Summary of Motions

- Motion to approve the Consent Agenda. – Passed
- Motion to appoint Fire Chief Phil Schneider as the Budget Officer. - Passed
- Motion to approve Resolution 2023-01 Abolish the Reserve Funds – Passed
- Motion to approve Resolution 2023-02 Establish LGIP Fund - Passed
- Motion to adjourn the April Board Meeting – Passed

Minutes

Motion to approve the Consent Agenda.

Motion made by Maunder, 2nd by Fox (Motion Passed 4-0 Roll Call Vote *Lesowski Abstained)*

Financial Report

The Board of Directors received the March financial reports. Chief Schneider reviewed the financial report with the Board of Directors.

Director Maunder and Director Lesowski both expressed some concerns with the transparency of the transition costs and when signing checks. They requested a meeting to discuss the Capital Improvements Plan with Chief Whitaker at a later time.

Staff Report – Appoint a Budget Officer - The Board of Directors received a Staff Report for the Budget Officer Appointment. The recommendation from staff was to appoint Fire Chief Phil Schneider.

Motion made to appoint Fire Chief Phil Schneider as the Budget Officer for the 2023/2024 Fiscal Year. *Motion made by Lesowski, 2nd by Brian (Motion Passed 5-0)*

Budget Calendar – The Board received the budget calendar with the upcoming dates for the budget committee meeting and the budget Hearing. The Board of Directors had no conflicts with the calendar.

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Resolution 2023-01 Abolish Reserve Funds - The Board of Directors received a Staff Report recommending that Sandy Fire abolish each reserve fund with the exception of the General Fund and appropriate authority in each reserve fund to transfer funds to the General Fund. Chief Mark Whitaker explained the importance of transferring the funds and how they will no longer be necessary under the upcoming contract for service with Clackamas Fire. He also explained how it will help simplify the year end closing and audit process along with a simplified proposed FY 2023-2024 budget. Lastly it will allow Sandy Fire to consolidate all balances and appropriation authority into the general fund allowing transition costs to be easily paid out.

The Board asked if there were any issues with abolishing the McCullough fund which is dedicated to EMS supplies. The Board can abolish the funds and redirect the spending with no issues.

The Board also asked about the Tax Anticipation Line of Credit Loan. The Line of Credit is established annually and used only if needed. Under the contract for service, we will not be applying for the loan.

Lastly, a question was asked about the Capital Improvements Reserve Fund. The Board discussed the need to establish a plan of items that will need to be replaced over the course of the 7-year contract for service.

Motion to accept Resolution 2023-01 to abolish the Reserve Funds.

Motion made by Lesowski, 2nd by Maunder (Motion Passed 5-0 Roll Call Vote)

Resolution 2023-02 LGIP Account – The Board of Directors received a Staff Report regarding establishing a Local Government Invest Pool account. The recommendation from Staff is to open an LGIP account to serve as the primary deposit for the District funds during the contract for service with Clackamas Fire.

Motion to accept Resolution 2023-02 to establish an LGIP account.

Motion made by Maunder, 2nd by Fox (Motion Passed 5-0 Roll Call Vote)

Recognition/Public Comment

Chief Schneider was excited to report that one of our rescued burn victims was released from the hospital this month.

Correspondence

The Board of Directors received the media correspondence and monthly alarm summary in their Board Packet.

Old Business

No Old Business

New Business

Bull Run CPO – Chief Schneider along with wildland stake holders will be attending the Bull Run CPO after three years with no meetings. The main topic of discussion will be Wildland related.

Volunteer Report

Sportsman's Breakfast is scheduled for April 21st and 22nd.

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Union Report

No Union Report

Division Report

Division Chief McKinnon provided the Board of Directors with the numbers for the mutual aid responses and the volunteer responses. In addition, Chief McKinnon reported that we are in an EMT recert year. We are scheduling some extra training over the next couple of months to include apparatus pump training and bail out training.

Rebranding turnouts for the paid staff will begin in May and for the volunteers it will be the end of June. Out of the 22 volunteers we have 12 volunteers that will be fire suppression, 6 volunteers that will be support/water tender drivers, and 1 chaplain. We have one chaplain that will not be going to Clackamas and will resign as of June 30th along with 2 other volunteer firefighters.

Clackamas Fire Report

Chief Deters reported that he has been assigned the Contract for Service and will report in Sandy. He will be at the station on Thursday to facility any questions that come up. All medical physicals have been scheduled for those members moving to Clackamas. Inventory has been complete except the downstairs Annex. Clackamas has reviewed all outstanding Sandy Fire contracts. IT has been through the building and meetings have taken place with Sandy Fire's current IT providers. They are working on a seamless transition. Facilities/Maintenance have also been through the buildings. Fleet/Maintenance is on board and has some minor changes with equipment and changes to the hose beds. Working on office coverage and what that looks like after July 1st.

Fire Chief's Report

OSFM Engine Grant – OSFM received 152 applications and 76 apparatus were awarded. Unfortunately, we were not chosen.

Civil Service Commission - Chief Schneider submitted an official letter to the East Clackamas County Civil Service Commission regarding our withdrawal from the commission.

Fire Chief Retirement - Chief Schneider announced his retirement as of June 30, 2023. He will be doing a 6-month work back with Clackamas Fire to assist in the transition and projects.

Medical Leave – We have one member out on medical leave and one that will return on the line at the end of the month.

Electrical – We have added lighting in the annex downstairs and fixed the outside light. We have also updated the Dover apparatus bay and turnout room with LED lights.

Main Station Heating – The heating system at the main station is broken and needs to be repaired. The heating unit is covered under warranty however the labor and refrigerant are not covered. The repair cost from our current vendor was \$12,000.

OFCA Conference – Chief Schneider will be attending the OFCA Conference at the end of the month.

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Chairman's Report:

No Chairman's Report

Action Items

No Action Items

Next Meeting

The next Board Meeting will be Thursday, May 11, 2023.

Adjournment

Motion to adjourn the April Board Meeting at 8:10 pm.

Motion made by Maunder, 2nd by Lesowski (Motion Passed 5-0).

Respectfully Submitted,



Ron Lesowski
Board Secretary/Treasurer



Nannette Howland
Office Manager