

Regular Board Meeting
Corbett Fire District #14
Board of Directors
September 13, 2023

Present: Chair Shannon, Vice-chair Purvine, Secretary/Treasurer McHenry, Director Smith, and Director Weber

Staff: Fire Chief Rick Wunsch and Office Administrator Heidi Timberman

Guests: Captain Martin, Corbett Water District Board President Kelly Piper, Corbett Water District Manager Ana Linden, Malcolm Freund, and Roel Uleners

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

Minutes

Chair Shannon asked if everyone had a chance to review the August 9, 2023, Regular Board Meeting minutes.

Chair Shannon asked to have Director Weber removed from Present at the meeting as he was indeed absent.

Vice-chair Purvine made a motion to accept the minutes as corrected by Chair Shannon.

Secretary/Treasurer McHenry seconded.

All in favor, motion carried.

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

2022-2023 Audit – Presentation of Draft Audit Report

Auditor Russ Ries presented results of the FY 2022-2023 audit. He covered the Independent Auditors' Report, basic financial statements and highlighted the expanded footnote disclosure which references the long-term obligations of the district. The District is receiving an unmodified or clean opinion, again. He also highlighted some changes in the footnotes and provided a review of budget vs actual schedules. Questions about the PERS Schedule of Proportionate Share of the Net Pension Liability for 2020 were asked and answered satisfactorily. The board thanked him for his work and the presentation. This is the end of our 4-year contract with Jarrard, Seibert, Pollard & Co. Chair Shannon asked Mr. Ries to submit 3 and 5-year proposals for audit services to the District, which he agreed to.

Monthly Financial Review

Office Administrator Timberman presented the August 2023 financial reports. All funds are within adopted budget appropriations for the fiscal year. The LGIP interest rate increased to 4.50% from 4.30% on August 14th. There were no unusual or unplanned expenditures for August. She provided a recap of individual resources and requirements line items whose % of budget is higher than 17%. Chair Shannon would like to see some of the conflagration apparatus lease payment cover the cost of fuel used. We have used approximately 27% of the 2022 and 2023 WFS Staffing Grant through August 15. The Wiley Fire IR, Lane Co Pre-Po and Bedrock Fire IR conflagrations reimbursements have been submitted and two of the three have been submitted for payment. Finally, an updated agreement for the credit card program will need to be signed to remove former Fire Chief Flood and former Board Chair Leroy Smith from the account.

Bond

Fire Chief Wunsch reported that he, Fire Marshal Flood, Mr. Fry, and his civil engineer visited the Banks Fire Department last month to look at their training facility. A week later they held a workshop to outline where we are headed. A call to county roads inquiring to use the right-of-way for cistern placement has been made; we are waiting for a return call. The civil engineer suggested we meet with an architect to discuss our plan and have drawings made up. We are the final permitting paperwork in place with the county and ODOT. We will bring procurement matters before the board/contract review board as we move forward. FM Flood suggested that the bond committee might want to look at hiring a project engineer. The last conversation regarding the lot line adjustment at Aims is that Mr. Fry has contacted the title company who is waiting to see the property deed from the donor.

EMS Contract Negotiations

Chair Shannon provided an overview of the substance of the letter he emailed to Aaron Monnig last month; the board received a copy of the letter in their packets. The conversation continues and should be a recurring matter of old business on the agenda for the foreseeable future.

Hydrants

FC Wunsch reported that he had a meeting with Corbett Water District Manager Linden to discuss the black capped hydrants. CWD has been working hard on the PRV at Woodard and have gotten those hydrants back up plus some so will be able to repaint them. They have been out testing as well. FM Flood, our resident hydrant expert, has been designated the water district liaison.

Metro Properties

FC Wunsch reached out to Chief Lewis at Gresham to gauge interest in participating in the conversation. He would like Gresham to have a seat at the table and gave us the name of Captain Soles at Station 75 as a contact. Chair Shannon will continue to work on setting up a meeting with the director of Oxbow, a decision-maker at Metro and the Regional Solutions Director to begin a dialogue beginning with addressing the safety issues at Oxbow and ending with replacing our lost revenues.

MASA

Director Weber has contacted MASA, read through their information sheet, and ended up with additional questions that he needs resolved. He plans to report at next month's meeting.

First Reading – New Policy: Financial Resources Best Practices

OA Timberman presented the first draft of a best practices policy for budgeting resources as requested by Chair Shannon at last month's meeting. It covers General Operating Contingency, Transfer to Capital Reserve Fund and Unappropriated Ending Fund Balance for the General Fund as well as Conflagration Apparatus Lease. She suggested adding "and/or Fuel" to the 35% General Fund – Vehicle Repair & Maintenance line to accommodate Chair Shannon's earlier request to cover conflagration fuel costs. There were no objections. The second reading, with the above change will be at next month's meeting.

Items not on Agenda

Draft Letter to Corbett Water District – Chair Shannon has generated a proposed letter to the Corbett Water District Board of Directors which is in response to an email from CWD Board President Piper; copies of both were added to tonight's information packet. This draft letter is for the board's consideration and amendment, not everything needs to be in the final. The letter encompasses the entirety of our concerns. The first matter is the resumption of new hydrant installation in partnership with the Water District. If we are going to move forward in joint ventures, we need to clean up the existing one. The second matter is the transfer of fire hydrant testing from the Fire District to the Water District. FM Flood has spent a great deal of time training the Water District personnel to perform the testing safely and in a way that will yield accurate results. This letter proposes a request for a written agreement where they agree to the testing of hydrants in a timely fashion, with transparent and timely sharing of data from their testing and that they are free to continue using our equipment until the middle of March by which time they need to have

purchased their own. Director Weber suggested a mediator to assist with an agreement between the districts. He also stated that the ethics issues included in this draft should not be included. Chair Shannon reminded the board that this is a draft and not everything contained in it will be included in the final. He also disagreed with the idea of a mediator. Secretary/Treasurer McHenry suggested we edit the tone and boil it down to what we are asking for without so much commentary. Chair Shannon agreed. One of the things he is trying to express is trying to respond to an invitation for a joint venture and grant application and has some serious concerns given the current lack of definition and concrete clarity among what are some joint ventures that are going on already. He suggested striking the balance of the proposed letter. All agreed. S/T McHenry clarified that we want written agreements for the resumption of fire hydrant installation and hydrant testing. Once we have those, we can consider any grant applications. He will draw up the final letter and forward it to OA Timberman for distribution.

Audience Testimony

Water District Manager Linden requested a report of some prior hydrant testing results. OA Timberman believes she already provided the report to FM Flood earlier this week so will confirm with him.

Chief's Report

Calls - Residential fire just over the county line with Clackamas Fire, no longer Sandy, the evening of our last board meeting (one of our firefighters' home) - we were first on scene, FC Wunsch is waiting to meet with their Division Chief; Camp Creek Fire at Bull Run - PANO cameras are proving to be quite valuable in locating fires; several vehicle fires - some spreading to grass/brush; probable transient set fire about MP 19 half-way up the south side of the canyon right off of a trail.

Bull Run CPO Meeting - Held last night at the Aims church - FC Wunsch talked about our capabilities and the resources we have available to the Clackamas County residents north of the bridge.

Recruit Academy - Interviews are being held this week; we have two Corbett, five Aims and four Springdale applicants.

AMR - FC Wunsch handed out a letter to the board from AMR to Multnomah County EMS proposing 20% of units be staffed by a medic and EMT, rather than two medics, to address the current response time delays; according to Multnomah Operations Manager Robert McDonald, Corbett Fire and Sauvie Island Fire were used as support by the county for a two medic response; neither agency was contacted nor agrees with that particular response; he will be writing

a letter to Multnomah County EMS in support of the medic/EMT staffing proposal.

Agenda Suggestions for Future Meetings

Water District Written Agreements

Chair Shannon adjourned the Board Meeting at 8:50 p.m.

Draft