

**HOODLAND FIRE DISTRICT # 74  
BOARD MEETING MINUTES  
January 8, 2019**

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, SFF Joe Schwab, SFF Brian Henrichs, SFF Matt Nicholson, SFF Tyler Myers, SFF Tony Hadeed, FF Jaden Markham, Gary Brandt, Debra Sinz, Sally Chester, Dwight Pallander, Mary Taylor, and Steve Fairweather. Guest: Blane Skowhede, John Hartsock, Lacy Foy, Mary Ellen Fitzgerald, and Cal Bertram.

1. Call to Order: By Pat Buckley at 7:00 PM.
  2. Pledge of Allegiance: Led by Pat Buckley.
  3. Swearing in Ceremony:
    - A. Senior Firefighter/Paramedic Brian Henrichs was sworn in by Chief Ingrao and was pinned by Lacy Foy.
    - B. Senior Firefighter/Paramedic Matt Nicholson was sworn in by Chief Ingrao and was pinned by Lt. Figini.
  4. Persons to be Heard. None.
  5. Approval of Minutes.
    - A. Board Meeting Minutes on Tuesday December 11, 2018.
- MOTION MADE: By Cliff Fortune to approve the December 11, 2018 Board Meeting Minutes as submitted.
- 2ND: By John Pruden.
- DISCUSSION: None.
- PASSED: Unanimously.
6. Communications by Chief John Ingrao.
    - A. Thank you card and \$50 donation from Government Camp Marketing Council for helping with the Government Camp Tree Lighting. The donation will be added to the Benevolent Fund.
    - B. Thank you card for donating to the Mount Hood Chamber of Commerce.
    - C. Thank you card for helping fight fires in California.

7. Reports:

A. Blane Skowhede.

- i. Drawing revisions for the Government Camp Station are complete.
- ii. Clackamas County approved a revised Building Permit.
- iii. Still waiting to hear back from Clackamas County regarding an extension of the timeline for spending the TIF funds.
- iv. After the extension is granted we can start the bid process.

MOTION MADE: By John Pruden for Blane to continue with the bid process and going out to bid which is contingent upon Clackamas County's timeline extension approval.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

- v. The Board needs to reprioritize the additive alternates list before going out to bid. The list will be emailed out to the Board members.

B. John Hartsock – 800 Radios:

- i. In the process of completing the Clackamas County 800 mhz system. It will take the rest of 2019 to fully complete.
- ii. A tower is needed in Brightwood for a microwave relay link for sites on Lolo Pass and Brightwood Mountain.
- iii. They were originally looking at using a PGE site, but realized that it would be mutually beneficial to have it located at the Brightwood Sub Station.

C. Appoint New Board Member:

- i. Four applicants: Steve Fairweather, Dwight Pallander, Mary Ellen Fitzgerald, and Cal Bertram.
- ii. The Board took turns asking the applicants questions regarding their experience and their views on current topics. Each applicant answered the questions and the board took their answers under advisement.

7. C. continued

- iii. The Board offered Mary Ellen Fitzgerald the board position pending completion of a successful background check.

D. Chief's Report by Chief John Ingraio.

- i. The Resident Volunteer program starts January 11, 2019. The four resident volunteers will do 48/96 shifts alongside the career staff. Good job SFF Tyler Myers for putting together this program.

- ii. 800 Radios is a complex and robust system. The proposed tower plan will help the District.

- iii. Local option levy – CDRI will be doing a sample of survey calls.

- iv. 2018 Awards Banquet on January 19, 2019.

E. Finance by Financial Manager Carol Norgard.

- i. Received 94% of tax deposits so far.

- ii. Questions regarding online banking. Hoodland Fire does a limited amount of online banking and the online accounts are checked once a week.

- iii. The Budget Snapshot Report shows account data from the last two months, this report does not show the current month's data.

F. Prevention by Lt. Scott Kline.

- i. Starting a new business inspection schedule for 2019.

- ii. Received approved plans from Clackamas County for the Government Camp Station.

- iii. Several new construction plans review.

- iv. Recent fire investigation, the cause was undetermined. Struggled to get access. Had to go to court to get a warrant to gain access for the fire investigation.

- v. Multiple ISO requests a week. Going through a re-rating process with ISO and will be meeting with a representative in February.

7. F. continued

- vi. Working on SPIRE grant application for a Walk in Rescue for Rehab and Mass Casualty Events.

G. Safety Committee by Mary Taylor.

- i. Mary Taylor is the new Safety Committee Chair.
- ii. Phil Burks the Safety Committee Liaison recently performed a safety walkthrough and identified some areas of concern. These areas of concern have been passed on and will be addressed.

H. EMS by Chief Ingrao.

- i. Board CPR Class will be Saturday March 9, 2019. Please confirm with Carol if you are able to make it. The extra space will be offered to C.E.R.T.
- ii. 2019 EMS Recertification is coming up.
- iii. Eric will be attending the Clackamas County ASA meetings.

I. Training by Lt. Figini.

- i. Not actively recruiting because we are focusing on our current volunteers.
- ii. SFF Myers recently assisted in instructing an outside firefighter safety and survival class.
- iii. FF Tsygipalo recently received his FF1 certification.
- iv. Working on FF2 and Officer Courses. Burn to Learn houses will help volunteers with their training.
- v. Sent in DPSST recertification and we are awaiting approval.
- vi. Working to update Driver Sign Off procedure.
- vii. Working to update Duty Officer Guide Books.

J. Special Rescue.

- i. No report.

7. continued

K. Union by Lt. Figini.

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- i. The Board was sent an email from Gary at Tualatin Valley.
  - ii. Union requests to open up contract negotiations with the Board.
  - iii. Cliff recommends hiring Jim Mooney to help with the negotiations.
  - iv. Darcy Lais, Pat Buckley, Chief Ingrao, Lt. Figini, and SFF Schwab will pick some dates that will work to meet.
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MOTION MADE: By Cliff Fortune for Chief Ingrao to contact Jim Mooney to help with the Union Contract Negotiations.

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2ND: By John Pruden.

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DISCUSSION: None.

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PASSED: Unanimously.

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L. Volunteers by SFF Tony Hadeed.

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- i. New Volunteer Board was voted in. President – Tony Hadeed, Vice President – Nick Miller, Treasurer – Lisa Kline, Secretary – Debra Sinz, and Sargent of Arms – Dana Waldron.
  - ii. Volunteers are signing up for other district's Banquet Standbys.
  - iii. Great work to out of district volunteers Jaden and Dawson for your commitment and becoming Resident Volunteers.
  - iv. Four internal volunteers were selected for the Resident Volunteer Program.
  - v. Dana, Byron, Laura, and Matt G are still in Paramedic school.
  - vi. Awards Banquet coming up this month.
  - vii. Christmas Party had a good turnout.
  - viii. Nick will fill in when Tony is working.
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M. C.E.R.T. by Debra Sinz.

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- i. Team Status: 17 active members. 1 resignation. 2 short term medical leave.
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7. M. continued

ii. Team put in 148 hours last month. Attended lots of meetings and helped with Christmas Baskets.

iii. Will be working on driver sign offs to tow the C.E.R.T. trailer, so more members can tow the trailer for events and in emergencies.

iv. Ten members are interested in CPR training. Chief said to contact Lt. Macy regarding scheduling a class.

N. Support Group by Sally Chester.

i. Christmas Party was a success.

ii. Members completed their food handler's cards.

iii. Will be serving lunch at the Burn to Learn in February.

iv. Planning El Burro dinner for the HFD Banquet Standby Crew.

v. Spring Fling Party coming up.

8. Unfinished Business.

A. Strategic Planning Updates.

i. Plans to hire a company to provide an updated seismic study for the Main Station.

ii. Schedule another joint Board Meeting with Sandy Fire regarding future plans of a joint substation.

B. Alternate Project Priorities.

i. Email will be sent out regarding this. Please identify your priorities and return them to Chief Ingrao.

C. Approval of 2019-2020 Budget Calendar.

i. Four versions of the budget calendar were given out last month.

MOTION MADE: By Darcy Lais to approve Budget Calendar Version #3.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

8. continued

D. 2018 Awards Banquet Saturday January 19, 2019.

9. New Business.

A. First Reading of Ordinance No. 2019-001. Recovery of cost-based fees for services provided by District, and for future amendment of fees by Resolution.

MOTION MADE: By Darcy Lais to approve Ordinance No. 2019-001 in its first reading.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. C800 Microwave Relay Tower at Brightwood Station.

i. Joe's Communications Report: Explains why Hoodland Fire needs more radios. We came up with an out of the box idea to fund the purchase of the radios. By allowing C800 to place their tower at the Brightwood Station, C800 agreed to give us the rent money for 20 years up front. This would allow us to purchase the needed radios, chargers, and station alerting for three stations. We could also share the new generator that they will install. The current generator could be moved up to the Government Camp Station. The radios cost \$6000+ each, which is the 48% off discounted price that is expiring soon. Full price for the radios is \$11,000+ per radio.

MOTION MADE: By John Pruden to approve Chief Ingrao entering into contract negotiations with C800.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

C. First Reading of Policy No. 912 – Resident Volunteer Job Description.

MOTION MADE: By Cliff Fortune to approve Policy No. 912 in its first reading.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Members Comments.

A. Darcy – Congratulations and welcome Mary Ellen. Congratulations to Brian Henrichs and Matt Nicholson for getting through probation. Congratulations to Tony Hadeed. Thanks Tony for stepping up to be the Volunteer President.

B. Cliff – Welcome Mary Ellen. Thank you to everyone who applied for the Open Board Position. Thank you Mr. Hartsock for coming in, this radio agreement will be win-win. Congratulations to the new Resident Volunteers. Thank you Tyler for your work on the program. Congratulations to Tony and the other volunteer officers.

C. John – Good to see the commitment, team effort, and the energy. Thank you everyone for all that you do!

D. Pat – Thank you to everyone who applied for the Open Board Position, stay involved with the Fire Department. Pat and Darcy recently attended an evening meeting at Sandy Fire with board members and Chief Officers. The next meeting will be on April 3<sup>rd</sup>, location TBD.

12. Executive Session, none.

13. Other New Business.

A. Schedule Work Session for March 16, 2019 at 0900.

14. Adjournment.

MOTION MADE: By Pat Buckley.

ADJOURNMENT: Meeting adjourned at 9:17 PM

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant