

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**September 10, 2019**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, SFF Tyler Myers, SFF Kevin Frank, FF Nick Miller, FF Debra Sinz, Sally Chester, and Kelli Ewing. Guests: Blane Skowhede, Jessica Rackley, Jamie Rackley, Margaret Breithaupt, and Michael Aloï (via Skype).

1. Call to Order: By Shirley Dueber at 7:01 PM.
2. Pledge of Allegiance: Led by Mary Ellen Fitzgerald.
3. Persons to be Heard: None.
4. Auditor Update by Margaret Breithaupt CPA Senior Auditor and Michael Aloï (via Skype) Senior Manager at Pauly, Rogers and Co., P.C.
  - A. Communication to the Governing Body Letter.
    - i. Who, What, When Where of the Audit.
    - ii. Results of the Audit: "Clean Opinion" which is good!
    - iii. Audit Findings.
    - iv. Future Accounting/Auditing Issues.
  - B. Communication to Management Letter.
    - i. Deficiency: Segregation of Duties.
      - a. Segregate duties so that no one employee has access to all phases of the transactions.
    - ii. Deficiency: Audit Preparedness.
      - a. Behind on Audits.
    - iii. Best Practices – Communication of Risk.
      - a. Fidelity Insurance Coverage: Determine if you need to increase the insurance coverage in order to reduce risk.

4. B. iii. Auditor Update – Communication to Management Letter Continued.

b. Accounting Software: Determine if you need to switch to a different Accounting Software in order to reduce risk.

c. Governing Body Monitoring: The Board can ask specifically designed questions to senior staff and review financial statements and projections by comparing financial results in order to reduce risk.

d. Intellectual Property Policy: Develop and implement an Intellectual Property Policy to address the potential creation of patents, copyrights, etc. in order to reduce risk.

e. Management Discussion and Analysis: Provide a Management Discussion and Analysis (MD&A) for full disclosure and transparency purposes in order to reduce risk.

C. Future Audits:

i. Hoodland Fire is continuing to work with Accountant R. Michael Marr to fix issues before the 2016-2017 Audit is submitted to Pauly, Rogers and Co., P.C.

ii. Once Pauly, Rogers and Co., P.C. gets the information it takes several months to complete. It may be possible to do multiple audits in one year.

iii. Good decisions were made last year that including switch to Cash Basis and simplifying the presentation of your financial statements. Glad you are continuing to work with R. Michael Marr. This should help move the process along.

D. Secretary of State Audits Division – Amy Dale:

i. The Board needs to respond to the Oregon Secretary of State Audits Division regarding the deficiencies in the Management Letter. A letter needs to be sent to the Oregon Secretary of State Audits Division within 30 days of the Audit being submitted. There needs to be a plan approved by the board that addresses the deficiencies and a timeline for correction. There are example letters available and Pauly, Rogers and Co., P.C. can review the letter.

ii. A draft letter will be written and it will be discussed and reviewed at the September Board Special Board Meeting/Work Session.

5. Approval of Minutes.

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A. Board Meeting Minutes on Tuesday August 13, 2019.

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MOTION MADE: By Jacob Rackley to approve the August 13, 2019 Board Meeting Minutes as submitted.

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2ND: By Mary Ellen Fitzgerald.

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DISCUSSION: None.

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PASSED: Three Ayes (Mary Ellen Fitzgerald, Shirley Dueber, and Jacob Rackley) and One Abstain (Darcy Lais).

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B. Special Board Meeting Minutes on Tuesday August 27, 2019.

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MOTION MADE: By Jacob Rackley to approve the Tuesday August 27, 2019 Special Board Meeting Minutes as submitted.

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2ND: By Darcy Lais.

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DISCUSSION: None.

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PASSED: Three Ayes (Darcy Lais, Shirley Dueber, and Jacob Rackley) and One Abstain (Mary Ellen Fitzgerald).

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C. Work Session Minutes on Tuesday August 27, 2019.

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MOTION MADE: By Darcy Lais to approve the August 27, 2019 Work Session Meeting Minutes as submitted.

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2ND: By Jacob Rackley.

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DISCUSSION: None.

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PASSED: Three Ayes (Darcy Lais, Shirley Dueber, and Jacob Rackley) and One Abstain (Mary Ellen Fitzgerald).

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6. Communications: None.

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7. Reports:

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A. Blane Skowhede.

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i. Government Camp Station Remodel:

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a. Nine construction meetings so far.

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b. Project is progressing along as expected.

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c. Oregon Corrections Enterprises is building the kitchen cabinets and they have submitted drawings to be approved before construction will begin.

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d. Pay request #5 has been approved.

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7. A. i. Reports – Blane Skowhede Continued.

e. Project is 67% complete. The reason the percentage hasn't increased very much is because the total project increased will all of the change orders.

f. The \$30,000 cost to install the fire sprinkler water line is included in the budget. This cost may be covered by Government Camp Water. If this is the case then the funds could then be used to fund the project add ons including a new metal roof, asphaltting the front apron, and exterior painting.

ii. Main Station Seismic Study.

a. Seismic Study was completed and Blane will provide a written summary report for the October Board Meeting which will explain the additional costs that would be involved to upgrade the station.

b. Scott Kline will apply for the Seismic Grant when it becomes available again.

c. The way the Main Station has been constructed and added on to, it is essentially three separate buildings with a lean to in the back. All three buildings have different structural systems and they would move differently in a seismic event and the three buildings could beat against and destroy each other.

B. Chief's Report by Fire Chief John Ingrao.

i. We will discuss Accountant R. Michael Marr's contract later on in the agenda.

ii. C-800 Tower at the Brightwood Station has had the footing placed. Next they are working on the trenching for the electrical and will be installing a backup generator that will also provide backup power for the Brightwood Station.

iii. Seismic Study summary will give us a better idea on actual costs.

iv. Fire Danger Level is now Low, which means that District residents can now have campfires and use charcoal/wood BBQs. Currently Backyard Burning is still closed.

7. B. Reports – Chief’s Report Continued.

v. Deputy Chief selection process is still moving forward. We need to schedule a Board Work Session sometime in September to discuss this DC process further. Mr. Mooney will provide draft questions to review.

vi. Kelli Ewing will be filling in for Carol at some of the Board Meetings. Kelli will also be assisting Carol with some of her duties.

C. Finance by Financial Manager Carol Norgard.

i. Budget Report includes the last two months.

ii. Consolidated Year to Date Budget Report.

iii. Detailed Year to Date Budget Report.

iv. Checking Account Report for August and September.

v. We are currently on track percentage wise.

D. Prevention by Lt. Scott Kline.

i. No recent inspections.

ii. Received new construction plans, permits, access, and water supply for review.

iii. CERT Firewise just wrapped up and it was a big hit. Certificates were presented to members who participated at a recent Celebration.

iv. HFD Open House on Saturday October 5, 2019.

v. Completed the Elk Park Road fire investigation and it was determined to be an electrical fire due to damaged outside outlets.

vi. Continuing to receive lots of ISO request. The ISO re-rating meeting will be rescheduled until after the Government Camp Station is completed.

vii. Kelli and Scott are working with Image Trend Support to resolve some issues.

7. D. Reports – Prevention Continued.

viii. Clackamas County EMS would like us to change vendors from Image Trend to ESO. Scott is in opposition to this because of the time and money that we have already invested into Image Trend. ESO demo revealed that they are promising more than is actually built and we don't want to go through that again.

ix. Scott is currently on a list to be notified when the Seismic Grant is available again.

x. Currently in the process to apply for an SDAO station security grant to create a secure vestibule in the front of the station, upgrade to electronic key card locks, and add security cameras.

E. Safety by SFF Kevin Frank:

i. September meeting went well and was led by Sally Chester.

ii. The next Station Inspection will be scheduled in September.

F. EMS by Fire Chief John Ingrao.

i. Working out the logistics to get CERT certified to teach CPR so we can start offering Community CPR classes again.

ii. Medication shortages continuing to be an issue. We are working closely with our Physician Advisor Dr. Murray and he will be teaching a class later this month.

iii. Epi Shortage – We still have some in pre-measured Epi in stock, so we are pulling it off the apparatus that gets used less often. We still have the ability to get vials and draw it out.

G. Training by Lt. Andy Figini.

i. Received around 18 applications. Currently in the process of contacting applicants and setting up interviews and Physical Agility testing on September 21, 2019. Plans to start the EMR class in mid October 2019. Almost all are interested in becoming Combat Firefighter Volunteers.

H. Union: No Report.

## 7. Reports Continued.

### I. Volunteers by FF Nick Miller.

- i. At last month's VBM, everyone brainstormed ways to retain current volunteers and to recruit new volunteers.
- ii. Good news to hear that we have a large recruit academy coming up, that will help increase our volunteer numbers. One idea that was brought up was a Mentor Program where senior volunteers mentor new volunteers, so hopefully we can get this started with the new recruits.
- iii. Volunteers will be helping out with the HFD Open House and will be helping with the Training Academy.

### J. C.E.R.T. by Debra Sinz.

- i. CERT team logged 447 hours last month with most of the hours spent at the Firewise Outreach at the Hoodland Shopping Center.
- ii. Monthly training was on Deep Bleeding. There was also a celebration for CERT members who participated in the Firewise Outreach.
- iii. Lots of CERT Members will be attending Clackamas County CERT Summit on September 21, 2019. We will set up the CERT Trailer and set up a Firewise Information Table.
- iv. The Firewise Outreach at the Hoodland Shopping Center had lots of visitors from people from around the country and around the world.
- v. Five CERT members were certified as TIP responders. There was two call outs last month. The members will continue to participate in ongoing training classes for TIP.

### K. Support Group by Sally Chester.

- i. Support Group members served food at the Hood to Coast BBQ. There was a good turnout with members from other department with great food.

7. K. Reports – Support Group Continued.

- ii. Support Group Garage Sale was a success. Thank you to Rochelle Simmonds who organized the event and kept it going during a time of grieving and her family member's funeral occurring at the same time as the event. Rochelle is also the co-owner of Mountain Building Supply and they provided provided discount coupons for Fire Extinguishers at Mountain Building Supply for the CERT Firewise Outreach.

L. Employee Report from Legal Counsel.

- i. SFF Joe Schwab failed his fit for duty exam a second time. He is currently on paid Administrative Leave and has requested 90 days of Accommodation Leave effective September 11, 2019 to permit him another chance to prepare for and pass the exam. Accommodation Leave is unpaid, except that paid leave accrued by the employee can be applied. Chief approved the request upon the recommendation of legal counsel and requests that the Board entertain a Motion to approve SFF Joe Schwab's request for 90 days of Accommodation Leave. The Board had questions but Chief Ingrao informed them that no additional details can be provided due to HIPAA Law.

MOTION MADE: By Darcy Lais to approve Joe Schwab to use accrued sick leave and vacation to cover his Accommodation Leave during the 90 day period.

2ND: By Jacob Rackley.

DISCUSSION: What happens after the 90 days? No details can be provided; the Board would have to make a determination after that point.

PASSED: Unanimously.

8. Unfinished Business:

A. Strategic Planning Updates.

- i. Goal #2 – Government Camp Station: Currently in the middle of a remodel.
- ii. Goal #3 – Main Station: Planning process is in the beginning stages.
- iii. Goal #4 – Joint Station with Sandy Fire: Working to schedule a joint Board Meeting with Sandy Fire.
- iv. Staff will provide Board Members with a copy of the Strategic Plan.



8. Unfinished Business Continued.

B. Accountant R. Michael Marr Engagement Letter.

- i. Accountant R. Michael Marr has been providing assistance by reviewing financial information. His continued help is needed to allow us to catch up on our Audits. Board approval is needed to allow Chief Ingrao to enter into a contract with R. Michael Marr to continue to provide services.
- ii. A Resolution is needed because this involves a contract. (See Page #8 from the S.D.A.O. Board Member Handbook.)
- iii. Board members ask how much this will cost. R. Michael Marr will bill monthly for services at his regular hourly rate. There is around \$10,000 still available in the current budget for Audit expenses.
- iv. Board members ask if hiring the Accountant and changing Kelli's duties helps meet the Segregation of Duties issue brought up in the Audit. These things will help, but there is already an internal process in place with Fire Chief and Board Review and the checks requiring two Board signatures. This process will be explained in the letter to the State of Oregon Audits Division.

RESOLUTION MADE: By Jacob Rackley to allow Chief Ingrao to enter into a contract with Accountant R. Michael Marr.

2ND: By Darcy Lais.

DISCUSSION: Should we add a dollar figure? If the costs ever exceeded the funds in the line item, the Board would be informed and would have to approve moving more funds into the line item.

PASSED: Unanimously.

9. New Business:

A. PERS Update.

- i. We have asked a PERS Representative to come to the October Board Meeting to answer questions regarding Hoodland Fire's Unfunded Actuarial Liability (UAL).
- ii. Hoodland Fire's UAL is 181%.

9. A. New Business – PERS Update Continued.

- iii. To help there is a Side Account Program where employers can apply for this program and add funds. If accepted the program will match 25% of the funds added. This side account helps to reduce the UAL and will reduce the amount of percentage increase in PERS payments.
- iv. There are not enough funds in the current budget to add funds to create a side account. If Hoodland Fire wanted to create a side account in the future it would need to be included in the budget.
- v. Starting in 2021 PERS payments will increase 5%. If money was added to a side account it would slightly reduce this increase. This is not related to the upcoming Senate Bill 1049 changes.
- vi. There are charts and a lot of information available that will be provided to the Board Members via email.

B. Schedule Work Session.

- i. The next Board Work Session will be Tuesday September 24, 2019 at 7:00 PM. This may also include a short Special Board Meeting. Mr. Mooney will also be invited to attend. Documents will be sent to the Board before the meeting.
- ii. Board Lunch/Board Dinner - Tabled for now, think about what would work best? Possibly Quarterly Dinners?

C. 2019 Intra-County Mutual Aid and Emergency Assistance Agreement.

- i. Oregon State Fire Marshal's (OSFM) Office is now included in the Clackamas County IGA. This allows assistance from OSFM if there was a Clackamas County Conflagration. Services can also be billed through OSFM Office.

10. Motion to Pay Bills.

MOTION MADE: By Mary Ellen Fitzgerald to pay all bills as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Members Comments.

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A. Mary Ellen Fitzgerald – Attended the recent CERT meeting and was impressed. The work you are doing is appreciated. Good job Volunteers coming up with Mentoring program ideas. Glad there will be a large number of volunteers coming in.

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B. Shirley Dueber – Thankful for those who worked to recruit new volunteers. Good job to CERT and I loved hearing the stories about the foreigners who visited CERT Firewise. Thank you to Scott and the crew. Thank you for painting the room so it is ready for Spook Alley.

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C. Jacob Rackley – Attended the CERT Firewise and got a packet for Jamie, thank you for all of your hard work.

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D. Darcy Lais – It's really good to see all of the volunteer applicants and recognizes CERT's part in making contact with the public and handing out applications. Thank you for all your time and effort that you put into CERT Firewise. Thank you Scott for all of the BBQ work that you did at the HFD Picnic.

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12. Executive Session.

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A. None.

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13. Other New Business.

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A. None.

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14. Adjournment.

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MOTION MADE: By Darcy Lais.

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2ND: By Shirley Dueber.

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ADJOURNMENT: Meeting adjourned at 8:50 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*  
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant