



Duty • Honor • Community

# HOODLAND FIRE DISTRICT #74

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## **BOARD OF DIRECTORS MEETING AGENDA** **SEPTEMBER 15, 2020** **7:00 PM**

To attend the meeting, please join via Zoom Meeting

<https://zoom.us/j/8113499270>

Meeting ID: 811 349 9270

Call In #: +1 253 215 8782 US (Tacoma)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) PERSONS TO BE HEARD
- 5) APPROVAL OF MINUTES
  - A. Board Meeting Minutes Tuesday August 11, 2020
  - B. Work Session Minutes Thursday August 27, 2020
- 6) COMMUNICATIONS
- 7) REPORTS
  - A. Chiefs Report [Chief Abel]
  - B. Staff Reports [DC Kline]
  - C. SDAO Assessment Report [Chief Abel]
- 8) FINANCE [Financial Manager Norgard]
- 9) UNFINISHED BUSINESS

A. Second Reading of Policy #901: Fire Chief Job Description.

Background: First Reading approved on 8/27/2020. A DRAFT Fire Chief Position Description is being presented.

Action Requested: Discuss and second reading.

- B. Second Reading of Policy #522: Employment Verification and Reference Requests.

Background: First Reading approved on 8/27/2020. Staff was requested to develop a policy regarding employment verification and reference requests regarding members [or former members] of Hoodland Fire District by prospective employers. John Watts and Judy Clark reviewed this policy.

Action Requested: Discuss and second reading.

- C. Second Reading of changes to Policy #107: Public Records.

Background: First Reading approved on 8/27/2020. We have a current adopted Policy 107 relating to Public Records. The policy should be updated to include a provision of a waiver or reduction of fees when the record being requested is 'in the public interest because making the public record available primarily benefits the general public'. Additional information is available in the State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual.

Action Requested: Discuss and second reading.

## 10) NEW BUSINESS

- A. Division Chief Finance

Background: Supplemental Budget may be needed in order to adjust the employee configuration in the 2020-2021 Budget.

Action Requested: Review and discuss.

- B. Resolution #2020-10: Transferring funds within the 2020-2021 Operating Budget.

Background: Upgrading the server to a Cloud based system to increase storage capacity and security.

Action Requested: Discuss and adopt the resolution.

- C. Fire Chief Salary & Benefits

Background: In advertising for the Fire Chief position, we should have established the salary and benefits.

Action Requested: Review and approve a salary and benefit package.

- D. SDAO Fire Chief Recruitment Contract

Background: SDAO has sent a contract to use their services for our Fire Chief recruitment process.

Action Requested: Review contract and authorize the Fire Board Chair to sign.

- E. Fire Chief Recruitment Process and Timelines

Background: SDAO has prepared a DRAFT timeline for the recruitment and interviewing process. In addition, they will forward to me a DRAFT recruitment announcement to complete.

Action Requested: Review materials from SDAO and provide input.

F. Motion to Add an Authorized User on LGIP Accounts.

Background: Mary Ellen Fitzgerald was voted as the new Board Secretary/Treasurer on 8/11/2020.

Action Requested: Board Motion is needed to add Mary Ellen Fitzgerald as an Authorized User on the LGIP Accounts.

- 11) MOTION TO PAY BILLS
- 12) BOARD MEMBER COMMENTS
- 13) EXECUTIVE SESSION
- 14) OTHER NEW BUSINESS
- 15) ADJOURNMENT

Note: It is recommended that a Roll Call Vote be taken when having a Zoom or Conference call meeting.