

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**August 13, 2019**

Those Present: Board Members: Shirley Dueber, Cliff Fortune, Jacob Rackley, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, SFF Brian Henrichs, SFF James Lucas, FF Jaden Markham, Gary Brandt. Guests: Blane Skowhede, Jessica Rackley, and Kim Weaver.

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Pledge of Allegiance: Led by Cliff Fortune.
3. Persons to be Heard: None.
4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday July 9, 2019.

MOTION MADE: By Cliff Fortune to approve the July 9, 2019 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

B. Work Session Minutes on Tuesday July 23, 2019.

MOTION MADE: By Mary Ellen Fitzgerald to approve the July 23, 2019 Work Session Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.

A. Oregon Firefighter Memorial is on September 19, 2019 in Salem. Amanda will be participating with the Honor Guard. Those wanting to attend can carpool in the Van.

6. Reports:

A. Blane Skowhede.

i. Government Camp Station:

a. Eight construction meetings so far.

b. Project is progressing along as expected.

c. Pay request #4 has been approved.

d. Project is 65% complete.

e. HFD approved seven of the change order requests.

f. Still waiting on a response regarding the projected costs for other change order requests.

g. Updated Preliminary Project Cost Projection document.

h. Recommending waiting for the elective change orders until closer to the end of the project.

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

i. 800 Tower project is starting at the Brightwood Station. There is lots of equipment there in order to dig down to install the large footings.

ii. Seismic Study was completed on the Main Station. Chief and Scott will meet with the surveyor to discuss the report and ask in depth questions to help with the grant writing process.

iii. Deputy Chief selection process will be discussed further at the upcoming Board Work Session on August 27, 2019 at 7:00 PM.

iv. Garage Sale on August 10, 2019 went well.

v. John Pruden's Memorial Service was on August 10, 2019.

vi. Hoodland Fire Picnic is on Saturday August 17, 2019.

vii. Hood to Coast is on Friday August 23, 2019, this will take the place of the Board Lunch.

6. Reports Continued.

C. Finance by Financial Manager Carol Norgard.

- i. Budget Report includes the last two months.
- ii. Condensed Year to Date Budget Report.
- iii. Detailed Year to Date Budget Report.
- iv. California Camp Fire Reimbursement Funds have been received and deposited.
- v. Crossover Expense Report.
- vi. LGIP Fund Spreadsheet.

D. Prevention by Lt. Scott Kline.

- i. Scott spent two weeks taking classes at the National Fire Academy.
- ii. Received plans for the Government Camp Station Fire Sprinkler System.
- iii. CERT is continuing to provide Firewise Information to the public at the Hoodland Shopping Center. Congratulations to CERT on a job well done!
- iv. Recent House Fire is still under investigation.
- v. Continuing to receive ISO requests. Waiting until after the Government Camp Station has been completed before completing the ISO re-rating process.
- vi. Working on EFO Research Paper, the topic is the Use of GIS in Community Risk Reduction.
- vii. Kelli attended the Image Trend Conference in St. Paul, Minnesota. She gained some new insights into the program.
- viii. Scott met with NFIRS data analyzers at the National Fire Academy and found some discrepancies in what we are reporting and what they are receiving. Scott and Kelli are working to identify the problem and find a solution.

6. Reports Continued.

E. Safety by Fire Chief John Ingrao:

- i. New SOG #11-07 Near Miss, Exposure, and Injury Reporting.
- ii. Lt. Phil Burks is working with SDAO on injury reporting.

F. EMS by Fire Chief John Ingrao.

- i. Clackamas County ASA is trying to get all of the fire departments to switch to a new reporting vendor so that everyone can be on the same system. There was a recent demo at the station. HFD is looking at this program, but is not currently planning on switching.

G. Training by Lt. Andy Figini.

- i. Received several Volunteer Applications for the Recruit Academy.
- ii. C.E.R.T. is handing out applications at the Firewise Outreach.
- iii. Applications will be accepted until the end of August. Plans to start the Recruit Academy in October.
- iv. Pumper Operator Class is finishing up, which will allow more volunteers to take on the engineering role.
- v. Drills are focused on Wildland since it is the summer season.
- vi. Special Rescue drills will be scheduled quarterly.

H. Union by Lt. Andy Figini.

- i. Nothing to report.

I. Volunteers by Fire Chief John Ingrao.

- i. Volunteers will be helping out with upcoming Picnic and Hood to Coast.
- ii. Nick Miller brought up the issue of volunteer recruitment and retention at the Officer's Meeting. Chief Ingrao now tasked Andy with the assignment of Volunteer Coordinator.

6. Reports Continued.

J. C.E.R.T. by Lt. Scott Kline.

- i. TIP Graduation was the same time as the Board Meeting, so Sally, Deb, and others are at the TIP Graduation.
- ii. CERT has fifteen active members and four on a LOA.
- iii. They are putting in lots of hours (353) most of those hours are providing Firewise Public Education.
- iv. CERT will help out with Hood to Coast.
- v. Members will be attending the annual CERT Summit.
- vi. Scott is helping identify items to purchase with the PPE Grant funds.
- vii. They will be continuing the Firewise Public Education Outreach until Labor Day.

K. Support Group by Fire Chief John Ingrao.

- i. The Garage Sale was successful.
- ii. They will be helping with the Picnic and Hood to Coast.

7. Unfinished Business:

A. Strategic Planning Updates.

- i. Seismic Study was completed on the Main Station.

B. Battalion Chief/Fire Marshal Selection Process Update.

- i. Completed requirement for the Civil Service Commission.
- ii. The Union has some questions. The Union Vice President had a family emergency and will get back to us before the September Board Meeting.

7. Unfinished Business Continued.

C. Deputy Chief Selection Process Update.

i. Upcoming Work Session on August 27, 2019.

ii. Draft documents will be reviewed at the Work Session.

D. 2016 Final Audit and Board Report.

i. The Auditor will come to the September Board Meeting to answer the Board's Questions.

8. New Business:

A. First Reading of Policy No. 903 Battalion Chief/Fire Marshal Job Description.

MOTION MADE: By Cliff Fortune to approve the first reading of Policy No. 903 Battalion Chief/Fire Marshal Job Description.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

B. Motion to designate funds from the California Camp Fire Conflagration reimbursement in the 2019-2020 Budget.

i. Funds came in after the 2019-2020 Budget was completed. The funds can now be designated after the fact by Board Motion.

ii. \$10,000 could be designated for the Deputy Chief Selection Process.

iii. \$15,200 vehicle repair bill was paid in July, funds could replace that in the vehicle maintenance part of the budget.

iv. Balance could be added to the Revenue Miscellaneous.

v. The extra Conflagration expenses reduced the Cash Carry Over for the 2019-2020 Budget.

8. B. New Business Continued.

MOTION MADE: By Mary Ellen Fitzgerald to authorize designating the funds from  
the California Camp Fire Conflagration reimbursement which  
totaled \$62,276.44 by putting \$10,000 into Package 1 to cover the  
Deputy Chief Hiring expenses, \$15,200 into Vehicle Maintenance,  
and the balance into Revenue Miscellaneous in the 2019-2020  
Budget.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

C. Special Board Meeting and Work Session Tuesday August 27, 2019 at  
7 PM.

D. Seismic Evaluation Report.

i. Chief Ingrao and Lt. Kline will be meeting with Blane and the  
Seismic Engineer to go over the report.

9. Motion to Pay Bills.

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Mary Ellen Fitzgerald – Went to the CERT Firewise Outreach at the  
Hoodland Shopping Center, they are doing a great job.

B. Shirley Dueber – Went to the CERT Firewise Outreach and noticed that  
everything is set up really well and well organized. Support Group and  
everyone involved did a great job with the Garage Sale. Looking forward  
to the Picnic.

C. Cliff Fortune – Went to the CERT Firewise Outreach and noticed that they  
are providing lots of information. Thank you to everyone involved in John  
Pruden’s Memorial Service, the family was very thankful to have HFD  
Support. Thank you Andy for taking on the Volunteer Coordinator role, it is  
a very important position. The SDAO conference dates have been set.  
The Wine busy season is coming up, so will not be able to attend as many  
meetings.

10. Board Members Comments Continued.

D. Jacob Rackley – Learned a lot at the SDAO class, would like to attend more classes to continue learning more.

11. Executive Session.

A. None.

12. Other New Business.

A. None.

13. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 8:08 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant