

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
JUNE 1, 2021

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom),
Cliff Fortune, and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief, DC Brian Henrichs,
Lt. Andy Figini (Zoom), Kelli Ewing, and Nora Gambee.

1. Call to Order: By Darcy Lais at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by DC Brian Henrichs.
4. Persons to be Heard. None.
5. New Business.
 - A. Employee Overtime, Salaries, and Staffing Needs.
 - i. An issue has been discovered which will be discussed during the Executive Session.
 - a. MOU will be discussed and it has been reviewed by John Watts and the Union.
 - ii. Suggestion to add Kelly Days.
 - a. This would need to be negotiated with the Union.
 - b. A Floater Position could be hired to cover Kelly Days and Vacations.
 - c. It is cheaper to pay overtime than it is to hire another person. The costs of benefits are so high that it would not help financially.
 - d. Adding a Floater Position would help increase the staffing level and ease the burden on the staff. Responder Staffing Level at six is going to lead to burnout.
 - e. The Safer Grant if awarded would really help increase staffing and ease the burden.

5. A. ii. Continued

iii. Communication with the Volunteers to increase response.

- a. Reducing minimum hours for the volunteer shifts so they can earn points.
- b. Will be discussing the compensation system with the Volunteers to figure out what would best meet their needs. Some options that will be discussed are points, pay per call, stipend or hybrid a system with points and stipends?
- c. The Volunteers are in favor of volunteer shift coverage for the Career Staff when they would be forced into mandatory overtime.
- d. Calendar program Net Duty is being used so that Volunteers are able to sign up for shifts. This helps the Career Staff to see when they will have extra help to accomplish a bigger project.
- e. We have a big group of motivated younger volunteers that are working towards their goals of pursuing a career in the Fire Service. We have a lot of great Volunteers that also have busy lives. Dwindling Volunteer Response is a Nationwide problem and Districts are thinking outside the box to improve Volunteer response. Due to the nature of our community, many of our volunteers are from Out of District and they come in to do shifts.

B. Apparatus and Equipment Replacement Plan.

i. Reserve Funds.

- a. Hoodland Fire has three Reserve Funds, suggestion to reduce down to two.
- b. HFD will never be able to save enough for a new Fire Station. The Building Reserve Fund will never be enough to pay for a multimillion dollar station.
- c. It sends a great message to the community that HFD can afford to fund their apparatus replacements and capital equipment replacements.

5. B. i. Continued

d. The Reserve Funds are up for review in 2022. Suggestion to dissolve the Building Reserve Fund, keep the Apparatus Reserve Fund, and rename the Firefighting Equipment Reserve Fund to Capital Equipment and Projects Reserve Fund. The money from the Building Reserve Fund could then be redistributed into the other two Reserve Funds. By renaming and adding the word Projects the fund could also be used for a new roof, buy a piece of property, etc.

e. Since the Audits are now up to date. We anticipate getting our FY 2020-2021 Audit completed by December 2021. This will provide accurate numbers for how much excess funds were received so that those unanticipated funds can be swept into the Reserve Funds in the FY 2022-2023 Budget.

ii. Equipment due for Replacement.

i. Apparatus that are due for replacement in the next few years are the Type III Engine, 2 Water Tenders, and Type VI Engine.

ii. SCBAs are due for replacement in the next few years. If awarded the AFG Grant would cover some of these costs.

iii. Monitor/Defibrillators are due for replacement in the next few years.

iv. The redistribution of funds from the Building Reserve, sweeping unanticipated funds into the Reserve Accounts, and saving \$100,000.00 per year for the Apparatus Reserve Fund and \$35,000.00 per year to the Capital Equipment and Projects Reserve Fund will set up HFD to be able to replace aging Apparatus and Capital Equipment. By FY 2025-2026 there is expected to be enough funds to cover the cost of multiple new apparatus, SCBAs, and Monitor/Defibrillators that are due for replacement.

v. WT-352 should have a lot of life left due to age, but it is requiring constant maintenance, so the priority level has been moved up.

vi. Suggestion to replace the two Water Tenders with smaller 2500 gallon on 300 chassis with 500 gallon pumps that will offer a quick turnaround, will fit at the substations, and meet the ISO requirement to have a water tender in Government Camp.

5. B. Continued

vii. Reduction of Apparatus.

a. Suggestion to replace the Type I Engines with Type III Engines with bigger pumps at the substations. This allow the apparatus to be multipurpose and more maneuverable.

b. HFD has a lot of extra Utility Vehicles that will not be replaced, but they will be kept until their useful life is up.

viii. E-352 might be able to be refurbished versus replaced.

6. Executive Session under ORS 192.660 (d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 7:45 PM from Regular Session.

RECONVENE: 7:55 PM into Executive Session.

A. Discussion regarding overtime tracking and MOU with the Union.

ADJOURN: 8:35 PM from Executive Session.

RECONVENE: 8:37 PM into Regular Session.

7. Other New Business.

A. Provide direction to the Fire Chief.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Fire Chief Jim Price to sign the MOU titled Article 13.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), Jacob Rackley (Aye) and Darcy Lais (Aye).

i. The Board suggests that as a best practice the supervisor should sign time sheets and provide oversight and accountability.

ii. Fire Chief Jim Price will review the overtime calculations to make sure the changes are in place.

iii. The Board suggests that Fire Chief Jim Price reach out to SDAO or HR Answers regarding hiring an accountant or HR consultant to review the current payroll procedures and processes.

7. A. Continued

iv. The Board thanks Fire Chief Jim Price for discovering the payroll issue and taking necessary action.

B. Darcy Lais' term on the Board is up on June 30, 2021. There should be a celebration at the June 8, 2021 Board Meeting.

8. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:50 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant