

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
JUNE 23, 2020

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Jacob Rackley
Darcy Lais (Conference Call), and Cliff Fortune (Conference Call). Staff: Steve Abel;
Interim Fire Chief, Carol Norgard; Financial Manager, FF Joshua Coon, and Gary
Brandt. Guests: [Fire District Attorney John Watts (Conference Call) and Judy Clark
(Conference Call) for Executive Session Only]

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Roll Call – With the meeting being offered with the Conference Call option, a roll
call was performed.

3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald.

4. Persons to be Heard. None.

5. Unfinished Business. None.

6. New Business.

A. Supplemental Budget and Resolutions.

i. In the FY 2019-2020 Budget \$119,525.00 was allocated to be
spent on the Government Camp Station Remodel. The actual
balance in the accounts is \$353,533.00. To be able to expend
these funds we need to approve Resolution #2020-07: Resolution
Adopting a Supplemental Budget 2019-2020 General Fund.

MOTION MADE: By Mary Ellen Fitzgerald to accept Resolution # 2020-07:
Resolution Adopting a Supplemental Budget 2019-2020 General
Fund.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

6. New Business Continued

B. Resolution # 2020-05: Resolution Accepting 2019 VFA Grant Funds and Transferring Funds within the 2019-2020 Operating Budget.

- i. Hoodland Fire received a grant and expended the funds. This is a clean up measure that should have been done earlier.

MOTION MADE: By Mary Ellen Fitzgerald to accept Resolution # 2020-05: Resolution Accepting 2019 VFA Grant Funds and Transferring Funds within the 2019-2020 Operating Budget.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

C. Resolution # 2020-06: Resolution Transferring Funds within the 2019-2020 Operating Budget.

- i. This is to appropriate funds to be able to cover the extra expenses for the new roof on the Government Camp Station.

MOTION MADE: By Mary Ellen Fitzgerald to accept Resolution # 2020-06: Resolution Transferring Funds within the 2019-2020 Operating Budget.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Corrective Action Plan regarding FY 2016-2017 Audit.

- i. The FY 2016-2017 Audit Management Letter identified two deficiencies. A Corrective Action Plan needs to be approved of by the Board and sent to the Secretary of State. The Corrective Action Plan includes Bank Statements, Reconciliations, and Journal Entries are now being reviewed by a secondary individual and documented with an initial and date.

MOTION MADE: By Mary Ellen Fitzgerald to approve the Corrective Action Plan and allow Board Chair Shirley Dueber to sign the letter.

2ND: By Jacob Rackley.

DISCUSSION: Thank you Chief for drafting this letter. FYI The deficiencies will continue to appear on the Audits for FY 2017-2018 and FY 2018-2019, since this is not being corrected until 2020.

VOTE: Passed Unanimously.

6. New Business Continued

E. Addendum to the Interim Fire Chief Employment Agreement.

i. This addendum extends Fire Chief Abel's contract to October 31, 2020.

MOTION MADE: By Jacob Rackley to accept the Addendum to Employment Agreement for Interim Fire Chief Abel's Contract.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

F. Second Reading of the changes to Policy # 206: Cost Recovery for Response to Fire or Other Public Safety Incident.

i. The Policy has been updated to reflect the changes approved at the last Meeting.

MOTION MADE: By Mary Ellen Fitzgerald to adopt Policy # 206: Cost Recovery for Response to Fire or Other Public Safety Incident.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

G. Budget Messaging: A letter was written to public and given to Garth to be published in the Mountain Times.

7. EXECUTIVE SESSION under ORS 192.660.2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

A. No further business will be conducted after the Executive Session except to adjourn the meeting.

RECESS: 7:27 PM from Regular Session.

RECONVENE: 7:30 PM into Executive Session.

B. Discussion with Legal Counsel.

ADJOURN: 8:45 PM from Executive Session.

RECONVENE: 8:45 PM into Regular Session.

8. Adjournment.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 8:45 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant