

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
December 11, 2018

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Eric Macy, SFF Kevin Frank, FF Matt Nicholson, FF Nick Miller, EMR Deb Sinz, and Sally Chester. Guest: Blane Skowhede, Martha Delong, and John Campbell.

1. Call to Order: By Pat Buckley at 7:00 PM.
2. Pledge of Allegiance: Led by John Pruden.
3. Persons to be Heard. None.
4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday November 13, 2018.

MOTION MADE: By John Pruden to approve the November 13, 2018 Board Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

B. Special Board Meeting and Work Session Minutes on Saturday November 17, 2018.

MOTION MADE: By Darcy Lais to approve the November 17, 2018 Special Board Meeting and Work Session Minutes as submitted.

2ND: By John Pruden.

DISCUSSION: Cliff Fortune abstains.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.
 - A. Thank you card from Mt. Hood Hospice for the C.E.R.T. Presentation.
 - B. Letter regarding our interest in participating as a research grant site.

6. Reports:

A. Blane Skowhede.

i. Drawings for the Government Camp Station are now completed.

ii. Created a proposed schedule timeline.

MOTION MADE: By Cliff Fortune to allow Blane to file for an amended building permit with Clackamas County.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

MOTION MADE: By Darcy Lais to allow Blane to proceed with developing the bidding documents with John Watts.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

iii. Created a condensed list of additive alternatives.

a. Any changes to the order of this list needs to be made before we go to bid.

B. C.D.R.I. (Campbell DeLong Resources, Inc.)

i. C.D.R.I. provides levy and bond voter research for governmental agencies.

ii. Every fire district is different and voters have different desires.

iii. Research is done to find out what the voters think and what is important to them so that HFD knows how to communicate with the community to get the votes.

iv. Voters want to know what is in it for them and the community.

v. Voters need to trust the fire district with the funds.

vi. The Board members and the Chief would need to go to multiple community organizations and meetings to do presentations. The Chief is legally limited on what he can say, but the Board is not. The message is usually spread for a year, because research has shown that people need to hear the message eight times to get it to sink in.

6. B. Continued

vii. The fire district should send out a mailer with an information fact sheet to the voters.

viii. If Hoodland Fire wants to put a levy on the May 2019 Ballot, things have to get moving very quickly.

ix. Hoodland Fire should get signed statements of support from the local doctor, Chamber of Commerce, Union, Board Members, elected officials, and others.

C. Chief's Report by Chief John Ingraio.

i. Fleet Services.

a. Clackamas Fire is currently unable to take us on because they are in the process of taking over Estacada's Fleet Maintenance. We will reassess in six months.

b. We are up 105 calls from last year; over half were from a frequent 911 caller who has since moved out of the district.

D. Finance by Financial Manager Carol Norgard.

i. Per request, the Budget Snapshot report was adjusted to include the additional income received added to the cash carryover funds that were spent.

ii. Per request, the projected estimated expected funds to be received and the estimated timeline were added at the bottom of the report.

iii. We have received 80% of our tax revenue deposits so far.

iv. Over a million dollars needs to be saved as cash carryover funds to cover expenses from July to November every year. To illustrate this, the Budget Snapshot report was created to show the expenses and the cash carryover available. The total was divided by the number of months left on each report.

E. Prevention by Lt. Scott Kline.

i. The compliance engine is now up and running. This program keeps track of all of the fire suppression systems around the district. They notify Scott and then he sends a letter to the businesses notifying them to correct their deficiencies.

6. E. Continued

ii. Receiving lots of new construction and remodel plans for review.

iii. Planning to clean up prevention area and order new supplies.

iv. Working on getting access for a Fire Investigation.

v. Working on getting a hold of the ISO representative who won't return phone calls.

F. Safety Committee by Chief Ingraio.

i. Phil Burks is the liaison. Dana Waldron resigned as the Safety Chair. Currently working on finding a new Safety Chair.

ii. Every month there will be a Safety Walkthrough.

iii. There will be better tracking of safety deficiencies and how they are being addressed.

iv. Recent issue on a call with a mutual aid fire department injury. There is no action on our part, but we will continue to track this.

G. EMS by Eric Macy.

i. Provided a CPR class for seven Chamber of Commerce members.

ii. Board CPR class was cancelled and will be rescheduled in 2019.

iii. AHA – Now requiring audio and visual feedback manikins, so we will need to purchase new ones to be in compliance. AHA is also limiting the class size to six participants per instructor, so not as many manikins will need to be purchased.

iv. Medication Shortages – Still cannot get vecuronium. The FDA, Congress and doctors are working on developing a list of medications that have to be made available for lifesaving needs.

v. EMS recertification is coming up in 2019 for EMTs, Intermediates, and Paramedics. Working on a plan to increase EMS training onsite and come up with local training options in Portland that are more cost effective than out of area trainings.

6. G. Continued

- vi. Clackamas County acknowledges that AMR is meeting all of their requirements. Eric is trying to get a breakdown of the call details of the contract. Clackamas County unanimously voted to extend the AMR contract. Eric will start attending the Clackamas County EMS Council Meetings.

H. Training.

- i. See report.

I. Special Rescue.

- i. No report.

J. Union.

- i. No report.

K. Volunteers by Nick Miller.

- i. Nominations are in and the ballots are out, so the volunteers are in the process of voting for a new Volunteer Board.

- ii. End of the year Pizza Party is Wednesday December 19th at Zig Zag Inn, everyone is invited.

- iii. Lots of out of district volunteers taking shifts.

- iv. Volunteers will help with Christmas Baskets and delivering Santa to the Government Camp Tree Lighting.

- v. Support Group Christmas Party is on Saturday December 15th, everyone is invited.

L. C.E.R.T. by Debra Sinz.

- i. Seventeen active members, two inactive members, and two members are on a leave of absence.

- ii. The C.E.R.T. team put in 148 hours last month.

- iii. Sally is working on applying for a grant for a Burn Prop.

6. L. Continued

iv. Recent training on Rehab to prepare for the upcoming Burn to
Learns in 2019.

v. C.E.R.T. is interested in having a CPR class soon.

vi. Will be getting members signed off to tow the C.E.R.T. Trailer with
U356.

vii. Approved for the PPE grant, but we are still waiting on funding.

M. Support Group by Sally Chester.

i. Support Group Christmas Party on Saturday December 15th 10:00-
11:30 am, bring a dish to share.

ii. Planning the Bike Helmet Day on the last day of school at the
Lion's Club.

iii. VSG is requesting a fire extinguisher for their supplies for when
they provide meals offsite.

iv. VSG is requesting a CPR class for their members.

v. VSG members have until 12/31/18 to get their Food Handler's
Cards.

7. Unfinished Business.

A. Strategic Planning Updates.

i. Fire Recovery USA is a good option for a fee recovery company.

ii. The completed ordinance will be presented for the first reading in
January.

B. Resident Student Program.

i. Starting the student program now by selecting three internal
volunteers and getting them started before the Government Camp
Station is completed.

ii. They will receive a small stipend that was already budgeted for.

iii. Volunteers are excited for this opportunity.

8. New Business.

A. HFD Christmas Party Dec. 15, 2018 from 10:00-11:30 am.

- i. Attendees can earn up to four raffle tickets by showing up, dressing up, bringing a dish to share, and bringing canned food to donate.

B. 2018 Awards Banquet on Jan. 19, 2019.

- i. Officers are currently voting for 2018 Volunteer Awards.

C. Appoint 2019-2020 Budget Officer and Review Budget Calendar.

- i. Created four different calendars because one of the board members requested alternate dates because of vacation conflicts.

- ii. Board members can check their schedules and we can adopt a calendar at the January Board Meeting.

- iii. Appoint the 2019-2020 Budget Officer.

MOTION MADE: By Cliff Fortune to appoint Chief John Ingrao as the 2019-2020 Budget Officer.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

D. Supplemental Budget Resolutions 2018-04 and 2018-05.

- i. Because of the changes with the Government Camp Station funds, two new resolutions need to be passed.

MOTION MADE: By Darcy Lais to approve Supplemental Budget Resolution 2018-04.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

MOTION MADE: By Cliff Fortune to approve Supplemental Budget Resolution 2018-05.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

8. Continued

E. Chief Ingrao and Lt. Burks nominated Sally Chester and Debra Sinz for SDAO awards and they won. Chief Ingrao presented them with their certificates.

9. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By John Pruden to pay all bills as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy Lais – Congrats to Deb and Sally, you are doing a great job and putting in a lot of volunteer hours!

B. Cliff Fortune – Congrats to Deb and Sally! Great to be recognized by another organization.

C. John Pruden – Deb and Sally are always involved and always put together an organized plan.

D. Pat Buckley – Attend C.E.R.T. meetings to see Deb and Sally in action.

11. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 9:03 PM from regular session.

RECONVENE: 9:11 PM into executive session.

A. Discussed an employee issue.

ADJOURN: 9:27 PM from executive session.

RECONVENE: 9:28 PM into regular session.

12. Other New Business.

A. C.D.R.I. proposal discussion.

i. The original plan was to hire another Chief Officer, but the funds are not available in the budget.

12. Continued

- ii. One option to get the funds is a local option levy.
- iii. C.D.R.I. is a research company that polls the community to provide research to help us communicate with the voters to get a "yes" vote.
- iv. Concerns that the levy funds will not be enough for the future.
- v. Concerns that the community will not accept an increase in their taxes to hire one person.
- vi. The May election is a very tight timeline. We could put this off until November, but that will delay the process.
- vii. The results of the survey will determine if/when we put the measure on the ballot in May.

MOTION MADE: By Darcy Lais to hire C.D.R.I. to provide voter research and poll 100 people.

2ND: By John Pruden.

DISCUSSION: Carol and Chief will need to find the money in the current budget to pay for the C.D.R.I. research.

PASSED: Unanimously.

B. New Board Member.

- i. Ron resigned due to medical reasons.
- ii. Several community members are interested in filling the position.
- iii. We will review applications and make a decision at the next board meeting.

13. Adjournment.

MOTION MADE: By Darcy Lais to adjourn the meeting.

2ND: By John Pruden.

ADJOURNMENT: Meeting adjourned at 10:12 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant