

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**March 12, 2019**

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, Darcy Lais, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Phil Burks, Lt. Andy Figini, SFF Joe Schwab, SFF Brian Henrichs, SFF Tony Hadeed, FF Matt Garcia, Debra Sinz, and Sally Chester. Guest: Blane Skowhede.

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

A. Board Meeting Minutes on Tuesday February 12, 2019.

MOTION MADE: By Cliff Fortune to approve the February 12, 2019 Board Meeting Minutes as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. Special Board Meeting Minutes on Thursday February 28, 2019.

MOTION MADE: By Darcy Lais to approve the February 28, 2019 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.

A. Thank you card from Skyway.

B. Thank you from Estacada Fire for providing a Banquet Standby Crew.

6. Reports:

A. Blane Skowhede.

- i. Government Camp Station Remodel - Called references for Columbia Cascade Construction, Inc. and all gave positive reviews and gave favorable answers to the questions asked.

8. New Business:

B. Addendum #4 to Architectural Services Agreement.

MOTION MADE: By Darcy Lais to approve Addendum No. 4 to Architectural Services Agreement between Hoodland Fire District #74 and Keystone Architecture Planning and Project Management LLC.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

7. Unfinished Business:

C. Government Camp Remodel Discussion and Motion regarding bid.

- i. Standard Form of Agreement Between Owner and Contractor.

MOTION MADE: By Darcy Lais to approve the contract between Hoodland Fire District #74 and Columbia-Cascade Construction, Inc.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- ii. Blane will give the signed contract to Columbia-Cascade and get a proposed timeline. The Government Camp Station will also need to be cleared out and moved to the main station.

6. Reports:

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

- i. Will be getting a seismic study re-done on the main station so we can apply for a seismic grant.

- ii. 800 Radio Tower is in process.

- iii. Staff is working on budgets.

6. B. Continued

iv. Tally: 2019 YTD is 208, we are up 24 calls from last year. 91 calls in the month of February. The calls breakdown to 2 Fires, 55 Rescue & EMS, 5 Hazardous Condition, 10 Service Calls, 17 Good Intent Calls, and 2 False Alarms.

v. A recent Residential Fire call on a Forest Service Summer home. The home was on an unmaintained road and there was lots of snow. The engine got stuck enroute and blocked the path. A tow truck was called and got the engine unstuck and then they got stuck. The house was not able to be saved. Gresham, Clackamas, and Sandy responded to help. No one was injured.

vi. 800 alarm system went down in East Clackamas County for several hours. Unmaintained VHF was used as a backup. We need to talk to C800 about a better back up system.

C. Finance by Financial Manager Carol Norgard.

i. Consolidated Monthly Budget Report.

ii. Consolidated Year to Date Budget Report.

iii. Additional 2015-2016 audit expenses to hire an outside auditor for additional help.

iv. Complete Year to Date Budget Report.

v. Checks and Withdrawal Report for the last two months.

D. Prevention by Fire Chief John Ingrao:

i. ISO meeting was rescheduled again.

ii. Applied for a Spire grant for a Walk In Rescue.

E. Safety by Fire Chief John Ingrao:

i. Safety Committee Chair Mary Taylor resigned from Safety.

ii. We need a New Volunteer Safety Committee Chair.

6. Continued

F. EMS by Chief Ingrao.

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i. Looking into doing public CPR class twice a year.

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ii. Medication shortages are a nationwide problem. Governments are working on legislation to allow compounding pharmacies to produce the medications.

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iii. EMS Timberline Conference coming up in April. We were able to get some grant admissions and several people are planning on attending in order to get their EMS hours.

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G. Training by Lt. Andy Figini.

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i. Burn to Learn on February 23<sup>rd</sup> was successful. Thank you to CERT for help with Rehab. Thank you to Support Group for providing lunch.

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H. Special Rescue.

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i. No Report.

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I. Union by Lt. Andy Figini.

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i. Waiting on marked up documents from Union Rep Gary.

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J. Volunteers by SFF Tony Hadeed.

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i. Burn to Learn was great. Thanks to CERT, Support Group, and Andy.

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ii. At the next VBM, the volunteers will be discussing and voting on a Levy Support Letter to file for the Voter's Pamphlet.

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

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i. 16 active members, one application still pending approval.

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ii. Members volunteered 298 hours in the last month.

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iii. Burn to Learn went well.

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iv. Monthly Trainings were focusing on Rehab.

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6. Continued

L. Support Group by Sally Chester.

- i. Served lunch at the Burn to Learn and planning to serve lunch at the next Burn to Learn.
- ii. 19 active members, two on a leave of absence.
- iii. January and February VSG meetings were cancelled due to bad weather.
- iv. Next meeting is April 1<sup>st</sup>.

7. Unfinished Business.

A. Strategic Planning Updates.

- i. Government Camp Station - Remodel is moving forward and the Government Camp Station needs to be emptied.
- ii. Main Station - Plans to get a new seismic study done on the Main Station.
- iii. Joint Sub-Station - Plans for a joint board meeting with Sandy Fire regarding future strategic goal for joint a sub-station.

B. Board Work Session March 16<sup>th</sup> Cancelled – Reschedule.

- i. Board Work Session Saturday March 16<sup>th</sup> 1:00 – 3:00 PM.
- ii. The Board will be discussing the Strategic Planning Goals at the Work Session.

D. Board Discussion on Local Option Levy Affirmation Letters.

- i. The \$200 fee will have to be paid by the Board Members and not out of the budget.
- ii. Mary Ellen Fitzgerald volunteered to create a draft letter and she will bring it to the Work Session.

8. New Business.

A. Discussion of Union Local 1660 Contract.

i. Negotiations are progressing.

9. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By Pat Buckley to pay all bills as submitted.

2ND: By Cliff Fortune.

DISCUSSION: Cliff Fortune, John Pruden, Pat Buckley, Mary Ellen Fitzgerald, and Darcy Lais declared a potential conflict of interest.

PASSED: Unanimously.

10. Board Members Comments.

A. John – Impressed by the organization. Good to see the dedication of Deb and Sally.

B. Mary Ellen Fitzgerald – Thank you Eric for the CPR class.

C. Cliff – Thank you to Eric, James, Byron, and Dawson for responding to Mother In Law’s emergency, they were very professional. Thank you Eric for the CPR class. Welcome back Joe, glad you are making progress.

D. Darcy – Thank you Eric for the CPR class.

E. Pat – Thank you Eric for the CPR Class. Recent stakeholders master plan meeting in Government Camp. They were discussing transportation and housing for workers, but they didn’t seem concerned about Safety.

11. Executive Session, none.

12. Other New Business.

A. Mary Ellen Fitzgerald declared her conflict of interest between her position on the HFD Board and her job with the USFS. We will send the CFR to attorney John Watts.

B. Board Lunch Friday March 29<sup>th</sup>. Let Carol know if you can make it.

13. Adjournment.

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MOTION MADE: By Darcy Lais.

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2ND: By Cliff Fortune.

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ADJOURNMENT: Meeting adjourned at 8:20 PM

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant