

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**MARCH 8, 2022**

Those Present: Board Members: Shirley Dueber, Nora Gambee, Cliff Fortune (Zoom), Jacob Rackley, and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief, Kelli Ewing; Administrative Assistant, DC Scott Kline, Lt. Andy Figini (Zoom), Sally Chester (Zoom), and Nick Miller (Zoom). Guest: Marci Slater.

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by Nora Gambee.
4. Persons to be Heard.
  - A. Marci Slater; Hoodland Park's District.
    - i. The Hoodland Park's District now has a Ballot Measure Number. The Park's District would like to have public meetings before the election and would like to use the Hoodland Fire District Meeting Room for public meetings in April/May 2022.
    - ii. Fire Chief Jim Price Comments: Draft Policy #401: Use of Public Meeting Space is on the agenda for Board consideration. Currently the procedure is outlined in a SOG but they should be in a Policy. The Draft Policy prevents the use of the meeting space for political activities. If we allow political activities, we will have to allow all.
    - iii. Board Concerns: More discussion is needed on the Policy and sideboards should be set for the decision for the fees to be waived. Allowing political activities at HFD would be a potential liability.
    - iv. Hoodland Park District understands HFD's position because OTSD also doesn't want the political liability. There are already public meetings planned at the RV Village and at the Park Site.
    - v. Hoodland Park District is looking forward to working with HFD if the Ballot Measure is passed, and the Hoodland Park District is formed.

5. Approval of Minutes.

A. Board Meeting Minutes on February 8, 2022.

- i. Board Suggestion: Add wording to 7. C. xii. "and to consider appropriate pay level for that type of work."

MOTION MADE: By Mary Ellen Fitzgerald to approve the February 8, 2022 Board Meeting Minutes with the correction of adding "and to consider appropriate pay level for that type of work" to 7. C. xii.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

6. Communications.

A. Thank you letter from Hoodland Christmas Baskets for Hoodland Fire's participation in the event.

B. SDAO Longevity Credit. This is the first of two payments for being a long term customer.

7. Reports.

A. Chief's Report: Fire Chief Jim Price.

i. Attended multiple meetings including Collective Bargaining, Government Camp CPO, Wildfire Exercises in Government Camp, CWPP, etc.

ii. Alarm Breakdown: 173 calls for 2022 and 77 calls in the month of February. Turn Out Time was 1:53 minutes and the average Dispatch to Arrival was 11:36 minutes.

iii. Collective Bargaining Negotiations are ongoing and there are multiple meetings and Board Executive Sessions scheduled.

iv. Staff Housing – DC Scott Kline will provide an update in his report and discuss issues.

7. A. Continued

- v. Continuing to follow COVID-19 protocols. The State of Oregon is lifting the indoor mask mandate on March 12, 2022. Masks will no longer be required inside the station after March 12, 2022. Masks will still be required for medical calls and when there is potential for patient care.
  - vi. Recent OSHA Consultation. The report came back with three serious violations and several other than serious violations. The three serious violations: Aluma Bright, Eye Wash Station, and Parts Cleaner need to be fixed by April 25, 2022. The Hazard Identification Report was discussed at the Safety Committee meeting and the staff are working to make recommended changes.
  - vii. SDAO Assessment, Strategic Plan, and Reserve Accounts will be discussed at the Board Work Session on March 12, 2022.
  - viii. SCBAs – still in process.
  - ix. Grants – Received the WUI Grant for \$75,000 for Government Camp Firewise Community fuels reduction assistance. HFD is communicating with the Government Camp CPO and will continue to work with them to facilitate.
- B. Staff Report: DC Brian Henrichs. None.
- C. Staff Report: DC Scott Kline.
- i. New Construction: New apartment complex is under construction, contacting them to schedule training at their site.
  - ii. Inspections: Continuing target hazards inspections per the schedule. Company Inspector program is on hold, waiting on OSFM to offer training classes.
  - iv. Burn Permits – Issuing permits for large piles, informing C-COM to reduce smoke complaint dispatch calls.
  - v. Prevention – Teaching fire prevention to the Cub Scout Troop. DC Kline was there with his grandson, so there are no additional costs to HFD.

7. C. Continued

- vi. Firewise - Working with previous Firewise Communities to re-establish their certification. Working with five more communities to certify them as new Firewise Communities. Once these Communities are established we will be able to apply for additional WUI Grants to fund fuels reduction projects.
- vii. Grants – Awarded the \$75,000 WUI Grant for fuels reduction in Government Camp. Status Unknown on AFG Grants for Water Tender (\$341,000) and Volunteer Recruitment and Retention Coordinator (\$976,000). Continuing to work with SFF Matt Nicholson on the SCBA project.
- viii. Manufactured Home Project – Clackamas County is requiring the structure to be at Risk Category 4 Commercial Building Code, we have also been told that since it is a congregate living for employees we need to follow the Residential Code, and since it is a manufactured home we should be following the Manufactured Code. All three of these codes conflict with one another, so we are working to get clear direction from Clackamas County. If we must meet the Risk Category 4 we cannot do a Manufactured Home, because per the manufactures the structures don't meet this standard.
- ix. Board Concern: The Job Shack doesn't have a bathroom. It is taking a long time to get this project completed. Discussion on alternative options.
- x. Board Suggestion: Plan B: Use Mobile Office Building for Administrative Offices and convert offices to sleeping areas.
- xi. DC Kline will be at the Fire Academy for the next two weeks to complete the Executive Fire Officer Program.

D. SDAO Assessment Report.

- i. An update will be provided at the March 12, 2022, Board Work Session.

8. Finance: Administrative Assistant Kelli Ewing.

- A. Bank Statements were emailed to the Board. Bank Account Balance Overview and Year to Date Budget Report/Check Register Report. Discussion on where we stand in the budget.

9. Unfinished Business. None.

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10. New Business.

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A. First Reading of Policy #526: Pay Administration.

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- i. New policy to meet the requirements for the State of Oregon Pay Equity and to define the pay practices for employees not under contract. There will be an appendix that will be updated every year.
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MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading of Policy #526: Pay Administration.

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2ND: By Nora Gambee.

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DISCUSSION: Question on IV paragraph 3 does the wording regarding increases in pay for "extra effort" mean that bonuses will be paid? No, performance is considered when giving a step increase because the step increases are not given automatically. This policy was modeled from the HR Answers policy.

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

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B. First Reading of Policy #527: Vacation.

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- i. Board Concern: This policy seems very generous on the top end.
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MOTION MADE: By Mary Ellen Fitzgerald to table Policy #527: Vacation until after the Collective Bargaining agreement is completed.

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2ND: By Shirley Dueber.

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DISCUSSION: None.

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

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C. First Reading of Policy #528: Sick Leave.

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- i. New policy to meet the guidelines for State of Oregon sick leave and define sick leave practices for employees not under contract. The accruals of 8 hours per month for 40-hour employees is standard. In the process of converting days into hours in all the contracts/policies.
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10. C. Continued

MOTION MADE: By Nora Gambie to approve the first reading of Policy #528: Sick  
Leave.

2ND: By Jacob Rackley.

DISCUSSION: None.

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

D. First Reading of Policy #529: Holidays.

i. Board Concern: Wording on Veteran's Day is confusing, question  
on if only Veterans get Veteran's Day off. Non shift employees get  
Veteran's Day off, the shift employees get 72 Hours PTO instead of  
holidays. Oregon Law requires Veterans to be given a day off (or  
an alternate day off) if requested even if they don't normally get the  
holiday off.

ii. This policy establishes the Holidays that Hoodland Fire District  
observes. The floating holiday has been changed to Martin Luther  
King Jr. Day to be consistent with other public agencies.

iii. Board Concern: Wording on IV paragraph 3 additional holidays at  
management's discretion. This wording was in the HR Answers  
policy as an option but has not been implemented in the past.

MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading of Policy #529:  
Holidays.

2ND: By Jacob Rackley.

DISCUSSION: None.

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

E. First Reading of Policy #401 Use of Public Meeting Space.

i. Board Suggestion: Table this policy to have more time to organize  
suggestions and add defined guidelines for waiving fees. The  
Board agrees on not allowing the use of the Public Meeting Space  
for political activities.

10. E. Continued

MOTION MADE: By Mary Ellen Fitzgerald to inform the Hoodland Park District that Hoodland Fire will not be allowing any political meetings to use the Public Meeting Space.

2ND: By Jacob Rackley.

DISCUSSION: Inform the Hoodland Park District that they would be able to use the Public Meeting Space if the Ballot Measure is passed and the Hoodland Park District is formed.

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

MOTION MADE: By Mary Ellen Fitzgerald to table Policy #401 Use of Public Meeting Space to be able to have additional time to review and add suggestions.

2ND: By Nora Gambee.

DISCUSSION: None.

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

F. Health Reimbursement Arrangement Renewal.

- i. The Health Reimbursement Arrangement expired and needs to be renewed.

MOTION MADE: By Mary Ellen Fitzgerald to approve the renewal of the Hoodland Fire District #74 Health Reimbursement Arrangement.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

G. 2019-2020 Local Option Levy.

- i. Summary and explanatory statement said the funds would be used for staffing with Firefighter/Paramedics, adding a Paramedic Chief Officer, and Firewise Assistance.

10. G. Continued

ii. Board Suggestion: Modify the Division Chiefs' schedules to cover weekends to better meet the intent of the Levy. This was part of the original plan to spread out the shifts so that there was a Chief Officer on duty 7 days a week. Fire Chief Price has notified the Division Chiefs of the possible move to a 2-2-3 schedule where they would work 12-hour days opposite of each other. This schedule change would add additional overtime so this would need to be included in the budget.

iii. Board Suggestion: Provide an update on how Hoodland Fire is expanding the Firewise Program. DC Kline will be working with ODF to come out to do public meetings and is working to get communities involved. Funds are allocated in the budget for chipping services. Training will be offered to CERT and Volunteers to conduct home assessments.

11. Motion to Pay Bills.

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

12. Board Member Comments.

A. Mary Ellen Fitzgerald – Feeling positive about the budget and the fiscal health of the District. FF Dawson Kooch received an award from the Oregon Humane Society for saving a cat on a Mutual Aid Fire in Sandy's District. The video was posted on Hoodland Fire's Facebook Page.

B. Cliff Fortune – Fire Chief Jim Price, thank you for keeping a close eye on the budget and being informative. Unable to make it to the Board Work Session on March 12, 2022. Congratulations to DC Scott Kline on the WUI Grant Award.

C. Shirley Dueber – Good Job DC Scott Kline on the grants! Thank you, Fire Chief Jim Price, keep up the good work. Thank you to the Board! Thank you to the Office Staff!

D. Nora Gambée – Thank you to the Board for coming together and working well together. Good Job on the Grants DC Scott Kline!

13. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 9:15 PM from Regular Session.

RECONVENE: 9:30 PM into Executive Session.

A. Discussion regarding CBA negotiations.

ADJOURN: 10:37 PM from Executive Session.

RECONVENE: 10:39 PM into Regular Session.

14. Other New Business. None.

15. Adjournment by Shirley Dueber at 10:40 PM.

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant

Notes Typed By: Kelli Ewing, Administrative Assistant