

**HOODLAND FIRE DISTRICT #74  
BOARD MEETING MINUTES  
May 9, 2017**

Those Present: Board Members: Cliff Fortune, Pat Buckley, Darcy Lais, John Pruden, and Ron Partlow. John Ingrao, Fire Chief and Carol Norgard, Financial Manager. Guests: Lt. Scott Kline, Lt. Phil Burks, SFF James Lucas, SFF Joe Schwab, Cris Crislip, and Nick Miller.

---

1. Call to order: By Cliff Fortune at 7:00 PM.

---

2. Pledge of allegiance led by James Lucas.

---

3. Persons to be heard. None.

---

4. Approval of the minutes.

---

A. Board Meeting Tuesday April 11, 2017

---

MOTION MADE: By Pat Buckley to approve the April 11, 2017 Board Meeting minutes.

---

2ND: By John Pruden.

---

DISCUSSION: Darcy Lais did not attend the April Board Meeting.

---

PASSED: Four ayes and one abstain.

---

B. Budget Committee Meeting Tuesday April 25, 2017

---

MOTION MADE: By Darcy Lais to approve the April 25, 2017 Budget Committee Meeting minutes.

---

2ND: By Ron Partlow.

---

DISCUSSION: Pat Buckley did not attend the Budget Committee Meeting.

---

PASSED: Four ayes and one abstain.

---

5. Communications.

---

A. Water Rescue Consortium Agreement and Meeting Minutes.

---

B. Received a longevity credit from SDAO for staying with them for three years.

---

C. Clackamas County Tax Assessor. They gave us the assessed property value for our district. They are expecting a 3.5 – 4% growth.

---

D. Thank you letter from Mount Hood Preschool for our donations for their fundraising auction.

---

6. Reports:

A. Chief's Report by Chief John Ingrao.

- i. Tally: 2017 YTD is 327. We are up 33 Calls from last year. 48 calls for the month of April. 32 calls during the Paid Day Hours and 16 Calls during the Night Volunteer Hours. The calls break down to 26 EMS, 5 Fires, 5 Service Calls, and 12 Good Intent calls.
- ii. Chief's Notes.
  - a. 24 Hour Staffing started on May 1, 2017.
  - b. Working on some MOUs (Memorandums Of Understanding) regarding the contract between the Union and the Chief.
  - c. Fire Chief and Volunteer President are going to meet individually with all of the volunteers.
  - d. New Policy regarding records retention.
  - e. All EMS Recertifications have been sent in.
  - f. Audit is still in process.
  - g. HEART Team is fully integrated into the department.
  - h. Gresham Fire and CCSO will loan us 800 Radios. We will still have to get them reprogrammed.

B. Safety Committee was cancelled this month due to a call.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Team Teaching at Welches Elementary for Kindergarten through 3<sup>rd</sup> grade on May 18<sup>th</sup>.

D. I.A.F.F. 1660 Union Report by SFF Joe Schwab.

- i. The 24 hours shifts are going well.

E. Volunteers Report by President Nick Miller.

- i. Meeting with the Chief and all of volunteers for individual meetings to try to get the volunteers to recommit and sign up for shifts.
- ii. Training Company just finished up their EMR classes. They will be doing their FF1 Course with Molalla.

F. HEART Group by Cris Crislip.

- i. Quarterly Team Building Drill last month went really well. Thank you Chief for talking to the HEART team and making them feel part of the team.

7. Unfinished Business.

- A. The next Board Lunch is Friday May 26, 2017. Two said they would attend.

7. Continued.

B. Budget Committee Meeting on Tuesday May 16<sup>th</sup> has been cancelled.

C. Strategic Planning Updates.

- i. Goal #1 24 hour staffing has been implemented.
- ii. Goal #2 Government Camp Station Remodel.
- iii. Goal #3 Main Station Improvement.
- iv. Next Work Session on Saturday June 3<sup>rd</sup> at 10 am.
- v. In the process of developing a Student Resident Program for staffing at Government Camp.
- vi. New rental house in Welches for paid staff. Attorney John Watts approved the contract. We will need to purchase Washer and Dryer and furnishings for the rental house.

MOTION MADE: By Pat Buckley to approve the contact for the rental house and purchase a Washer and Dryer and other furnishings.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- vii. We will be replacing the Pacific Mobile Structure with a 3 room structure at the end of May.

D. Second Reading of Policies Number 918, 919, and 920.

MOTION MADE: By Pat Buckley to approve Policy Numbers 918, 919, and 920 in their second reading.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

E. Second Reading to Delete Policy Number 909.

MOTION MADE: By Darcy Lais to approve the deletion of Policy Number 909 in its second reading.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

8. New Business.

---

A. Government Camp Station Renovation Architectural Services.

---

MOTION MADE: By Pat Buckley to approve the contract with Keystone Architecture for the Government Camp Station.

---

2ND: By John Pruden.

---

DISCUSSION: None.

---

PASSED: Unanimously.

---

B. First reading of Policy Number 019.

---

MOTION MADE: By Pat Buckley to approve Policy Number 019 in its first reading.

---

2ND: By John Pruden.

---

DISCUSSION: None.

---

PASSED: Unanimously.

---

9. Motion to pay the bills.

---

MOTION MADE: By Darcy Lais to pay all the bills as submitted.

---

2ND: By Ron Partlow.

---

DISCUSSION: None.

---

PASSED: Unanimously.

---

10. Board Members Comments.

---

A. Darcy Lais – Thank you John, Carol, and Staff for your hard work putting together the budget. It was discussed and approved in record time.

---

B. Pat Buckley – Glad the 24 hour staffing goal was accomplished.

---

C. Ron Partlow – Great idea for the domicile solution.

---

D. John Pruden – Impressed with how people are adjusting to the changes and are coming together.

---

E. Cliff Fortune – Glad the 24 hour staffing came together. Thank you Nick Miller for your effort and working with the Chief to motivate the volunteers.

---

11. EXECUTIVE SESSION, to be held under ORS 192.660 2(d) to confer with persons designated by the Board to handle labor negotiations and 2(f) to consider confidential documents exempt from public inspection, including communications from legal counsel.

---

RECESS: 7:56 PM from regular session.

---

RECONVENE: 8:05 PM into executive session.

---

11. Continued.

A. Discussed Carol Norgard's Contract.

---

B. Discussed Kelli Ewing's Contract.

---

C. Discussed a confidential letter.

---

ADJORN: 9:01 PM from executive session.

---

RECONVENE: 9:03 PM into regular session.

---

12. Other New Business.

---

A. Carol Norgard's Contract.

---

B. Kelli Ewing's Contract.

---

MOTION MADE: By Pat Buckley to direct Chief Ingrao to offer Carol Norgard and Kelli Ewing approved employment contracts.

---

2ND: By Ron Partlow.

---

DISCUSSION: None.

---

PASSED: Unanimously.

---

C. Confidential Letter.

---

MOTION MADE: By Cliff Fortune to send a confidential letter to Mic Eby based on what was discussed in the Executive Session.

---

2ND: By Pat Buckley.

---

DISCUSSION: None.

---

PASSED: Unanimously.

---

13. Adjournment.

---

A. Meeting adjourned by Cliff Fortune at 9:05 PM

---

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant