

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
June 12, 2018

Those Present: Board Members: Cliff Fortune, Pat Buckley, Ron Partlow, John Pruden,
and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard,
Lt. Scott Kline, Lt. Andy Figini, SFF Tony Hadeed, FF Tyler Myers, FF Matt Nicholson,
FF Nick Miller, FF Debra Sinz, EMR Gary Brandt, 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. Open the budget hearing to the public, any persons to be heard regarding the
budget? None.
4. Persons to be heard, on any board topic. None.
5. Minutes of the previous meeting.
 - A. Board Meeting Minutes on Tuesday May 8, 2018.
 - i. Add the word "smaller" between into and projects to line 6. A. iii.

MOTION MADE: By Cliff Fortune to approve May 8, 2018 Board Meeting minutes
as submitted with corrections.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications by Chief John Ingrao.
 - A. Sandy Post article featuring Emma McAbery.
 - B. Received ODF Fire Assistance Grant. SFF Myers and FF Nicholson wrote
this grant.
 - C. Invited to Sandy Fire's Grand Re-Opening.
 - D. Thank you card from a patient.
 - E. Donation, will be added to the Benevolent Fund.
 - F. Letter from Kiwanis Camp regarding dates of their camps.

7. Reports:

A. Blane Skowhede.

- i. Contacted Clackamas County to give them an update on the Government Camp Station. They were surprised about the high bid that we received.
- ii. Contacted USFS regarding if a building permit is required. Still waiting to hear back from them.
- iii. There might be an option to upgrade the windows in the sleeping area without doing the full seismic upgrades.
- iv. Started a list with Chief Ingrao of items to remove from the project.
- v. Will contact Clackamas County again once a plan is developed.

B. Chief's Report by Chief John Ingrao.

- i. Tally: 2018 YTD is 385. We are down 27 calls from last year. 68 calls in the month of May. The calls breakdown to 2 Fires, 40 Rescue & EMS, 1 Hazardous Condition, 12 Service Calls, 11 Good Intent Calls, 2 False Alarms, and 1 Citizen Complaint.
- ii. Automatically receiving CAD data into Image Trend now, this makes it easier to complete reports.
- iii. There are predictions for a busy wildfire season due to warmer temperatures in the spring and early summer.
- iv. Upcoming Events in the district include Mount Hood Revel Marathon, Reggae Festival, and Hood to Coast Relay. Upcoming HFD events include Support Group's Garage Sale, Annual Picnic, and Hood to Coast BBQ.

C. Prevention by Fire Marshal Scott Kline.

- i. Inspections: Working on a plan for a fee system for multiple re-inspections.
- ii. New Construction: Received planning permit for proposed RV Park in Rhododendron.
- iii. Fire Prevention Activities: Recent Cub Scout tour at HFD and Team Teaching at Welches Elementary. Kevin Frank also did a career

7. C. iii. Continued

day presentation at Sandy Grade.

iv. Fire Investigations: Completed a fire investigation after a kitchen fire at Camp Arrah Wanna. Found the cause to be spontaneous combustion from freshly washed greasy kitchen towels.

v. ISO Requests: Insurance companies don't always plan ahead and wait to the last minute to submit their requests.

vi. GIS Projects.

vii. Ongoing projects.

viii. Seismic Grant: Will apply for it again for the Government Camp Station.

D. Safety Committee by Fire Chief John Ingrao

i. SDAO Risk Management will come up do a walk through this month. Then we will be asking OSHA to come up to do a walk through in the fall.

E. EMS by Fire Chief John Ingrao.

i. Image Trend EMS reports are going better.

ii. Still have medication shortage issues including epi 1/10,000 and vecuronium.

iii. Volunteers Dana, Laura, and Byron are working towards getting into Paramedic School.

F. Training by Lt. Andy Figini

i. Training calendar change for June 27th. Phil will now do a presentation on a LDD related to Wildfire.

ii. Training Company Swearing In will be at the July Board Meeting. There will be a Family Day Graduation on Saturday July 14th.

G. Special Rescue by Fire Chief John Ingrao

i. We are transitioning out of the tracks and back into the wheels for the ATV.

7. Continued

H. Union by Lt. Andy Figini

i. No report.

I. Volunteers.

i. Volunteers need to finish Wildland Training.

ii. Volunteers low on Fire Recert hours are encouraged to do more training.

iii. Volunteers need to sign up for Live Fire day on Saturday and Timberline Rim 4th of July Parade.

iv. Physical Abilities Tests need to be completed by the end of June.

v. Due to lack of combat firefighter participation at the Wednesday AM Drill, there was the suggestion to eliminate the AM Drill and just have the PM drill. Also there was a suggestion to add a Saturday Drill 1x/quarter.

vi. Out of district volunteers don't have pagers. Suggestion of having pagers available for volunteers to use while they are doing shifts.

vii. QRT Training Refresher coming up.

viii. Explorers are now meeting from 6pm to 8pm on Monday Nights.

ix. Lots of calls the weekend before last and we had a good volunteer response.

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

i. Team Member Status: 12 active, 5 inactive, 3 LOA, 1 Resigned, and 3 confirmed for the upcoming CERT Basic Class.

ii. CERT will be doing Rehab for the Live Fire Training on Saturday.

iii. Added three new committee members.

iv. CERT helping Scott with Fire Prevention Education.

v. New categories were added to help track CERT training hours.

7. Continued

K. Support Group by Sally Chester.

- i. Recognized the Four Amazing Kids at our last meeting.
- ii. Helmet Day on June 13th from 3:30-6:30 pm at the Lion's Club. Planning to have a Fire Truck out front and Jake the Fire dog.
- iii. Last month Scott came to one of our meetings and took photos for our IDs.
- iv. Support Group is providing food for the Burn to Learn and for the Training Company Graduation.

8. Unfinished Business.

A. Board Lunch on Friday June 29, 2018.

- i. Four board members said they would be able to attend.

B. Strategic Planning Updates.

- i. We have been asking for AMR to provide us with their Dispatch to Arrival Response Times for the last three years. This has become an issue, so Clackamas County will be sending a letter asking AMR to give us the data that we have requested.
- ii. Main Station Remodel – We will need to discuss the options of going out for bond at the next work session. HFD could hire a Bond Consultant to help because there is a lot involved. We could pay for the consultant with the bond money received.
- iii. Next Work Session in July. Check your calendars. Possibly July 14th or 21st. Carol will send out a follow up email.
- iv. There is an addendum from John Watts to Keystone Architecture's Contract. This is to update the Scope of Work to include communications with the county on our behalf.

C. Audit Changes.

- i. Based on the auditor's recommendation, we will be changing from an accrual basis to a cash basis which is more suited to our department. This will have little to no impact on HFD, but will make the audits go more smoothly.

8. C. Continued

- ii. We will stay with the current auditing firm until we get the audits all caught up. After we are caught up, we will hire a new auditing firm.

9. New Business.

- A. None.

10. 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.

11. Close the Budget Hearing.

- A. Approve final budget for 2018-2019 Fiscal Year.

MOTION MADE: By Darcy Lais to approve the 2018-2019 Budget as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- B. Approve Budget Resolution 2018-02.

MOTION MADE: By Cliff Fortune to approve Budget Resolution 2018-02 as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

- C. Approve Budget Resolution 2018-03.

MOTION MADE: By Ron Partlow to approve Budget Resolution 2018-03 as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

12. Board Members Comments.

- A. Darcy – Has been attending the monthly operational Officer’s Meetings

12. A. Continued.

and has been impressed with how the paid staff and volunteers are stepping up to cover their areas of responsibility.

B. Cliff – Congrats to all the Amazing Kids and thank you to the HFD mentors.

C. Ron – Thank you Scott Kline for your hard work on the seismic grants for the station remodel.

D. John – Has been attending the monthly CERT and Support Group meetings. Impressed with the professionalism of these volunteer groups and how much they care.

E. Pat – Glad that we have two more staff members writing grants. Thank you Tony for the time you are putting in as a volunteer Duty Officer.

13. Executive Session under ORS 192.660 2(d) Conferring 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: 8:14 PM from regular session.

RECONVENE: 8:21 PM into executive session.

A. Discussion regarding employee contracts.

B. Discussion regarding a personnel issue.

ADJOURN: 8:56 PM from executive session.

RECONVENE: 8:57 PM into regular session.

14. Other New Business.

A. None.

15. Adjournment.

Meeting adjourned by Pat Buckley at 8:58 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant