

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
January 10, 2017

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, Ron Partlow, and Darcy Lais. Fire Chief; John Ingrao, and Financial Manager; Carol Norgard. Guests: Lt. Scott Kline, Lt. Eric Macy, SFF/P Joe Schwab, SFF/P Andy Figini, FF/P Tyler Myers, Cris Crislip, Kevin Frank, Geremie Ingrao, Nathan Ingrao, Tammi Ingrao, Nick Miller, Amy Myers, Debra Sinz, and Dana Waldron.

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

2. Pledge of allegiance led by Tyler Myers.

3. Oath of Office.

A. Fire Chief John Ingrao sworn in by Cliff Fortune.

B. FF Tyler Myers sworn in by Chief John Ingrao.

4. Persons to be heard. None.

5. Approval of the minutes.

A. Board Meeting Minutes on Tuesday December 13, 2016.

MOTION MADE: By John Pruden to approve the December 13, 2016 Board Meeting minutes.

2ND: By Pat Buckley.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications.

A. Oregon Fire Service Museum Donation to purchase a large brick for Hoodland Fire.

B. I.A.F.F. Local 1660 Report.

i. Welcomes new Fire Chief John Ingrao and new Firefighter/Paramedic Tyler Myers.

7. Reports:

A. Chief's Report by Chief John Ingrao.

i. End of 2016 Total was 914. Up 78 calls from 2015. Tally: 2017 YTD is 39. Up 9 calls from last year. 117 Calls since the last board meeting. 70

7. A. i. Continued

calls during the paid day hours and 46 calls during the night volunteer hours. The calls break down to 52 EMS, 10 MVAs, 2 Chimney Fires, 2 Vehicle Fires, 2 Carbon Monoxide Alarms, 1 Power Line Down, 11 Service Calls, 30 Good Intent Calls, and 6 False Alarms.

ii. Chief's Notes:

- a. Local 1660 – Now will have a monthly report at the Board Meeting.
- b. Duty Officer Training – Two Paid Staff Andy Figini and Evan Jarvis and Volunteer Kevin Frank are being mentored to help fill the duty officer needs. There is an increase in the budget to pay the Paid staff hour for hour to do Duty Officer Shifts. This is a short term issue with 24 staffing coming soon.
- c. Office Hours – Office Hours will now be Monday through Friday 8:00am – 5:00pm. We will change the burn line message to also include an informational message. With the elimination of an administrative position, we are increasing Kelli Ewing's hours from 20 hours to 30 hours a week to help with the workload.
- d. Policy Updates – Starting in February over 37 policies needs to be updated or removed. Several need to be moved into SOGs.
- e. Training – In order to help with volunteer training we are going to purchase an online training module so that volunteers can do some training online at their convenience. This will require board action at the February Board Meeting.
- f. Fire & EMS Reporting – The FireHouse program is out of date and it is difficult to use. We want to move to the Fire Bridge Program that the State of Oregon uses. The new program will be easier to use and will allow easier access to reports and information. Updated information will be sent in February's Board Packet.
- g. EMS – 2017 Prehospital Care Protocol Updates are available and a new training component which includes videos and a test. It is also time for recertification for personnel. The new programs will help make this easier in the future. There is now new safe system installed on medical response units in order to limit and track access to controlled medications. The safe project will be completed by the end of January.

B. Prevention.

- i. Inspections – Working on a schedule for inspections, it will include annual, two year, and three year inspection cycles. Also working on a pre/self-inspection to reduce deficiencies.
- ii. New Construction/Plans Review – Working with Golden Poles rebuilding with a sprinkler system and with a 100 acre solar farm. Lots of requests for water supply access from private homeowners in order for them to meet Clackamas County requirements for building permits.
- iii. Fire Prevention Activities – Have purchased some activities for doing fire

B. iii. Continued.

prevention at the school. Planning on scheduling a time to work with K-3rd grades.

iv. Fire Investigations – Nothing new to report.

v. ISO Requests – Writing letters to insurance companies after receiving email requests. Working on a procedure to make the process easier and possibly self service.

vi. GIS projects – Was offered a \$2500 award to purchase 1 year ArcGIS online subscription to take data and represent it graphically in maps.

C. Volunteers Report.

i. Volunteers All Hands Meeting is January 23, 2017 at 7pm.

D. HEART Group by Cris Crislip.

i. The last class on January 9th was canceled due to the bad weather.

ii. The quarterly drill is CPR on January 21st.

iii. CERT Basic course is for 8 weeks and starts on March 17th.

E. Safety Committee.

i. January minutes will be sent to the Board via email.

8. Unfinished Business.

A. Board Lunch is Friday January 27, 2017. Italian food will be served.

B. 2016 Awards Banquet: Saturday January 28, 2017. Hawaiian theme dress and Hawaiian Menu.

C. Type 6 Engine Contracts.

i. Bid from Cascade Fire for the compartment, pump, and compartment work.

ii. Bid from ERS to do the emergency lighting and radio installation.

MOTION MADE: By Darcy Lais to approve the two bids for the Type 6 Engines.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

D. Strategic Planning Updates for 24 hour coverage living quarters.

i. ODOT – ODOT wants a planter strip placed in the parking lot to reduce the opening for vehicles to turn directly onto the highway. Still working with them to come up with a compromise.

ii. Building Department – To place the manufactured home requires up to a \$600 permit. It will have to meet setback requirements. It will be placed where the current training tower is. A permit will also be required to

8. D. ii. Continued.

demolish the training tower.

- iii. Water Environmental Services (Sewer) – We have to submit plans, possibly hire a civil engineer, etc. Proposed application fees are around \$5,700 and could go up.
- iv. County Engineering – County requires one ADA van accessible parking space and pavement in front of the doublewide. Also a wheelchair ramp to the front door is required. Enclosed garbage and recycling center for our dumpster and recycling bins. The development permit will be around \$1,274. The system development charges of \$3,560 and School Excise Tax of \$1.20/square foot.
- v. County Planning – Looking into doing a modification versus a conditional use permit. Hoping to use historical records to do a modification which is a less expensive and faster process.

9. New Business.

A. Approval of 2017-2018 Budget Calendar.

MOTION MADE: By Darcy Lais to approve the 2017-2018 Budget Calendar.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

B. Motion for termination of the Government Camp two story remodel design contract.

MOTION MADE: By Pat Buckley to terminate the two story remodel design contract.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

C. Motion to enter into contract with Keystone Architecture for Government Camp single story remodel.

MOTION MADE: By John Pruden to enter into a contract with Keystone Architecture for a single story remodel.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

D. Polices and SOG Updates will be presented in February.

9. Continued.

E. Discussion, Motion regarding Target Solutions Training Contract.

i. Online training program to help train and track HFD members. Cost is around \$5000.00.

MOTION MADE: By John Pruden

2ND: By Ron Partlow

DISCUSSION: None.

PASSED: Unanimously.

10. Motion to pay the bills.

A. Pay all bills as submitted.

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

2ND: By Pat Buckley.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Members Comments.

A. Ron Partlow – New year and new Chief. We are off to a good start.

B. Darcy Lais – Welcome new John as new Fire Chief and welcome new firefighter Tyler Myers. Looking forward to this year, it will be fantastic.

C. Pat Buckley – New Appreciation for everything that Hoodland Fire does!

D. John Pruden – Everyone is more professional, upbeat, and motivated. Chief Ingrao will help guide us to bigger and better things.

E. Cliff Fortune – Welcome Chief Ingrao and Firefighter Paramedic Tyler Myers. Likes the idea of the additional places at the table for the board meetings. Excited about the future.

12. EXECUTIVE SESSION, to be held under ORS 192.660 2(d) to confer with persons designated by the Board to handle labor negotiations.

RECESS: 8:20 PM from regular session.

RECONVENE: 8:27 PM into executive session.

A. Discussion of Union Contract.

B. Discussion of FLSA Issue.

12. Continued.

C. Discussion of Chief Ingrao's Final Employment Contract.

ADJOURN: 9:08 PM from executive session.

RECONVENE: 9:10 PM into regular session.

13. Other New Business.

A. FLSA Issue: The miscalculation of comp cash out.

MOTION MADE: By Pat Buckley to pay out the miscalculation of comp cash out to the employees going back three years.

2ND: By John Pruden

DISCUSSION: How it will be paid will be determined by the budget.

PASSED: Unanimously.

B. Board Work Session on Saturday February 18, 2017 at 9:00am.

C. SDAO Conference in February in Portland.

14. Adjournment.

Meeting adjourned by Cliff Fortune at 9:16 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard
Financial Manager

CN/KE