

HOODLAND FIRE DISTRICT #74
BOARD OF DIRECTORS MEETING AGENDA
JULY 14, 2020
7:00 PM

To attend the meeting, please call in via Conference Call:
Conference Call Number: **1-855-369-0463** Participant PIN Number: **35324237#**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) PERSONS TO BE HEARD
- 5) APPROVAL OF MINUTES
 - A. Board Meeting Minutes Tuesday June 9, 2020
 - B. Special Board Meeting Minutes Tuesday June 23, 2020
 - C. Strategic Planning Meeting Minutes Saturday June 27, 2020
- 6) COMMUNICATIONS
- 7) REPORTS
 - A. Chiefs Report [Chief Abel]
 - B. Staff Reports [DC Kline]
 - C. SDAO Assessment Report [Chief Abel]
- 8) FINANCE [Financial Manager Norgard]
- 9) UNFINISHED BUSINESS
 - A. Government Camp Fire Station [Board Member Fitzgerald]
Background: There is concern regarding the status of staffing at the Government Camp Fire Station, especially as Government Camp area is now rated by ISO as a Class 10 [Unprotected]. The water/hydrant system has been upgraded and the fire station remodel is now complete. Options for staffing the station need to be discussed and implemented. Interim Fire Chief Abel is including a memo to the Board to outline the issues and potential solutions.
Action Requested: Discuss issues/concerns & potential solutions and provide direction to the Interim Fire Chief.

- B. Social Distancing Update [Steve Abel, Mary Ellen Fitzgerald]
Background: Hoodland Fire District has protocols in place for responding on calls that are in compliance with EMS protocols. Those, however relate to our emergency responses, not within the Fire Station.

We are committed to the safety of our members and the public. The practices in place within the Station include locking the front door and not allowing the general public [typically] in the station; advising employees/volunteers to not report to the station if exhibiting signs or symptoms [fever] associated with Covid-19, wiping down surfaces in which we would come in contact, and frequent hand washing. We had cancelled drill nights and advised volunteers to only come to the station to respond on calls or to be on shift. This had created issues relating to maintaining skills, developing teamwork, camaraderie, and communication. We recently reinstated drills and attempt to reconnect with our volunteers.

At the June Fire Board meeting, the Covid-19 Fire Station policy/practices were discussed and it appeared that the Fire Board wanted to review a written policy regarding in-station practices, and though no specific guidance was given, I believe the issues related to social distancing, staff working in close quarters in offices, and being in close quarters in the dayroom. I was directed to contact Dr. Present, Clackamas County Health Director for guidance.

As directed, I developed written guidelines based on a document developed by the Fire Department Safety Officers Association and submitted them to Dr. Present for comment. She responded that the submitted plan 'looks reasonable'. A copy is attached.

While we are committed to the health and safety of our members, 'best practices' indicates that our staff work remotely when possible. We can have both Kelli and Carol work remotely much of the time, and have only one of them in the station at a time. Challenges relate to having regular access to the network to continue our business operations and meet the needs of the on-going audits.

Both DC Kline and I can work remotely, checking in from time to time. Challenges relate to communications [which often are informal, spur of the moment when available], direction and accountability. Operational, accountability, mentoring and cultural challenges became very evident from the comments from surveys in the Strategic Planning Session.

We can continue to discourage volunteers from 'stopping by' the station at a time when it's extremely important to engage them as much as possible.

We're at a crossroads. While we're aware that documented cases of Covid-19 are increasing, we also need to rebuild Hoodland Fire District. We have a recruiting process underway and are planning for a September recruit academy. We have an urgent need to train new Drivers and Apparatus Operators- classes are currently scheduled.

I contacted Chief Schneider regarding Sandy FD's policy- he indicated that he wasn't aware of any written in-station policy, but were generally following the same procedures as Hoodland FD.

Some other Fire Districts are only holding meetings via Zoom or phone; and the public is excluded from in-person attendance.

While a policy is at the discretion of the Fire Board or Fire Chief, an informal poll of staff indicates that they feel our current practices are a reasonable balance of efficiency and safety.

Action Requested: Discuss options and provide direction to the Interim Fire Chief.

10) NEW BUSINESS

A. Rename Chief's Account to HRA Account [Steve Abel]

Background: The Board approved changing our employee health insurance to a high deductible policy and maintaining funds to reimburse employees the difference between the previous deductible/out of pocket expenses and the higher deductible/out of pocket expenses. Our approved budget includes funds [\$40,000 + an additional \$25,404 in reserve] for this purpose. We need to establish an account in which the plan administrator can draw funds for the purpose of reimbursing employees for the increased deductibles/out of pocket expenses. The Fire District maintains a 'Chief's Account' which currently has a balance of \$1,000. This account could be renamed as a HRA Reimbursement Account in which the \$40,000 [plus the \$25,404 if needed] allotted for this purpose could be deposited in this renamed account for the purpose described.

Action Requested: Discuss and authorize the rename of this account for the purpose of HRA reimbursements.

B. Deputy Chief Position [Steve Abel]

Background: The current Deputy Chief position has 2 applicants. As I understand, the intent of this position is to have a second 'Duty Chief' as well as a paramedic level responder to respond to 'second call' medical emergencies, as opposed to having to call for a mutual aid responder, such as Sandy Fire District. The current job description and announcement requires this position to reside within 20-minutes of the

Fire District boundary- in which one candidate meets this requirement by meeting the boundary at Highways 35 and 26. Add to that another 15-20 minutes to reach the Welches area. With this response time, I'm not sure that we're meeting the intent of the levy. I also believe that the announcements did not disclose that this position is funded by a levy, and which the position may be eliminated upon expiration of the levy, unless the levy/funding is renewed. There may be options to discuss- ranging from continuing with the testing process for the 2 applicants; change the job description/requirements and re-advertise, or consider a different path to meet the intent of the levy and needs of the District. I've received tentative approval from the Civil Service Commission to cancel the current test pending direction from the Fire Board.
Action Requested: Discuss options and provide direction to the Interim Fire Chief.

- C. Whistleblower Policy [Steve Abel]
Background: In our audit notes regarding the 2017-18 audit [which is underway], the auditor noted that we did not have a 'Whistleblower' policy in place in which any member of HFD can report any improper activities on the part of the District. We have an SOG which applies to staff, but no Fire Board approved policy. A DRAFT policy is included for discussion and possible first reading. The DRAFT policy includes much of the same language as the SOG- both include language recommended by SDAO.
Action Requested: discuss policy, and if this is what the Board intends, have first reading.
- D. Resolution #2020-09: Resolution Transferring Funds Within the 2020-2021 Operating Budget
Resolution RE: Building Reserve Fund [Steve Abel]
Background: The Fire Board approved a resolution on June 27 to appropriate funds from the Building Reserve Fund to pay for the roof replacement at the Government Camp Station. This was in event the project was completed prior to June 30. The project was not completed until after July 1 and in the start of the new fiscal year. The only appropriation for this fiscal year is the \$120,000 for transfer to our general resources to balance the current budget. Our beginning fund balance is such that we do not expect to need the transfer. However, we need to appropriate funds to cover the additional roof replacement [\$2,000] and to make improvements to Station 351 that will facilitate cancelling our need for the domicile- which will improve our response times to emergencies and have the potential to save funds. We are asking for an appropriation of [up to] \$28,000 for improvements to Station 351 which would include installation of an instant propane water heater and necessary plumbing and electrical work to install a washer/dryer, including a washer/dryer and lockers. The total appropriation is \$38,000, only the amounts needed would be expended.

Action Requested: Discuss and if in agreement, approve the resolution.

- E. Resolution #2020-10: Resolution Transferring Funds Within the 2020-2021 Operating Budget.
Computer Server Upgrade- Resolution to Transfer Funds [Steve Abel]
Background: This is an unbudgeted expense. We have found that our computer server is at capacity and does not have the required security features for HIPAA and government security features. The quote from our IT provider, Pacific Office Automation is \$21,312.25. In addition we still owe funds on our current 5-year old server of approximately \$3,000. We're requesting a transfer of \$25,000 from the Reserve Fund 'Firefighting Equipment Services and Supplies' Line Item C-800 Coms and Fees, which is currently appropriated for \$50,000.
Action Requested: Discuss and if in agreement, approve resolution.

11) MOTION TO PAY BILLS

12) BOARD MEMBER COMMENTS

13) EXECUTIVE SESSION

Possible Executive Session under ORS 192.660.2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

If the Board opts for to go into Executive Session, the Board plans to reconvene in Public Session at _____ or no further business will be discussed except to adjourn the meeting.

14) OTHER NEW BUSINESS

15) ADJOURNMENT