

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
December 10, 2019

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Mary Ellen Fitzgerald,
and Cliff Fortune. Staff: Fire Chief John Ingrao, Financial Manager; Carol Norgard,
Lt. Scott Kline, Lt. Andy Figini, SFF Matt Nicholson, SFF Tyler Myers, FF Nick Miller,
FF Josh Coon, FF Matt Garcia, FF Debra Sinz, Sally Chester, and Gary Brandt.
Guests: Jim Mooney, Blane Skowhede, and John Watts.

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Pledge of Allegiance: Led by Fire Chief John Ingrao.

3. Persons to be Heard. None.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday November 12, 2019.

MOTION MADE: By Cliff Fortune to approve the November 12, 2019 Board Meeting
Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Three Ayes (Shirley Dueber, Jacob Rackley, and Cliff Fortune) and
One Abstain (Mary Ellen Fitzgerald).

B. Special Board Meeting Minutes on Tuesday November 26, 2019.

MOTION MADE: By Jacob Rackley to approve the November 26, 2019 Special
Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Three Ayes (Shirley Dueber, Jacob Rackley, and Mary Ellen
Fitzgerald) and One Abstain (Cliff Fortune).

5. Communications by Fire Chief John Ingrao.

A. Budget Committee Member Dwight Pallander would like to serve another
three year term on Hoodland Fire District #74 Budget Committee.

B. Budget Committee Member Gretchen McAbery would like to serve
another three year term on Hoodland Fire District #74 Budget Committee.

5. B. Communications Continued

MOTION MADE: By Cliff Fortune to appoint Dwight Pallander and Gretchen McAbery to both serve 3 year terms on the Hoodland Fire District Budget Committee.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

i. There is still an open Budget Committee Position that is currently being advertised. Candidates will be invited to attend the January 14, 2020 Board Meeting.

C. Thank you card to Phil Burks and Evan Jarvis for their care during a medical emergency.

D. Thank you card from NW Trail Alliance for help at the Sandy Ridge Trail Event.

E. Thank you Gift Basket from Clackamas County Bank.

F. Jeff Griffin of WHA Insurance Agent would like to come to HFD to do a Board Training and provide dinner for the Board. Suggestion: Ask Sandy Fire Board if they would like to participate?

6. Reports:

A. Blane Skowhede.

i. Government Camp Station Remodel:

a. 17 Construction meetings so far.

b. Punch List walk through completed and was given to the contractor.

c. Waiting for the sub-contractors to complete their work.

d. Issue with C-800 Station Alerting contractor who installed electrical wiring that is CE listed vs UL listed.

e. Gathering bids for a new generator and installation for the Government Camp Station.

f. One change order since the last board meeting.

6. A. Reports Continued

- g. Updated the Preliminary Project Cost Projection. There is about \$67,000 available to spend on elective change orders.
- h. \$18,975 Water Line Credit, which was lower than expected this occurred due to front loading profit. This was discussed with Hoodland Fire Attorney John Watts. The Board accepts the credit as stated and agrees to pay the contractor the \$11,025 balance.
- i. Alternative priorities are ranked as #1 New Generator and #2 New Roof. Decisions will need to wait to be made until bids come back on generators. A propane tank will need to be installed outside for the new generator.
- j. C800 Station Alerting issue where the wiring is CE versus UL rated. Working with Clackamas County to resolve this.

B. Chief's Report by Fire Chief John Ingrao.

- i. Government Camp Station: Matt Garcia will be the Station Manager at the Government Camp Station. Matt is working with the staff to make sure to gather everything that the Resident Volunteers will need (towels, dishes, etc.) when they relocate up there. AMR is no longer using the Government Camp Station; they are using another location (Taco Shack/Palmer House).
- ii. C800 Brightwood Tower: They did not hook up the Brightwood Station to the Tower generator as stated in the contract. To remedy this mistake, they plan to purchase a new propane generator just for Brightwood Station, pay for installation, and pay for the propane. This will be brought back to the Board when the deal is in writing.
- iii. Deputy Chief Process will be discussed later on in the agenda.
- iv. Battalion Chief Process will be discussed later on in the agenda.
- v. Open Burning: ODF and Clackamas County Forestry are writing permits for Large Burns in the area. We are receiving lots of calls from concerned citizens.
- vi. Paid Firefighter Evaluation Forms for the Board to review.

6. Reports Continued

C. Finance by Financial Manager Carol Norgard.

- i. Received most of tax fund deposits; we will continue to get smaller deposits until June 2020.
- ii. Plans to schedule a Board Work Session in February or March to go over the budget reports to get an in depth understanding.

D. Prevention by Lt. Scott Kline.

i. Plans Review.

- a. Received multiple water supply and access permits.
- b. Received multiple sets of construction blueprints.

ii. Fire Prevention.

- a. Big meeting at HFD with Clackamas County Disaster Management and key stakeholders on evacuation plans for the Hoodland community. There will be some training exercises planned in 2020.
- b. Working on plans for Team Teaching at Welches Schools in the Spring.
- c. CERT is continuing to work on Winterwise community education.

iii. ISO.

- a. Continuing to receive requests from residents and their insurance companies.
- b. Meeting went well with the ISO Rep. Scott will meet with the Rep again after the Government Camp Station is complete and we are getting response out of the Station.
- c. The rerating will help the whole Fire District.

iv. GIS.

- a. Will be using the Interra program vs GIS.

6. D. Continued

v. Image Trend.

a. Continuing to work with Eric on Image Trend.

vi. Grants.

a. We were awarded a High Axel Vehicle, but the details are still unknown. We are asking for more details before we accept it.

E. Safety by Fire Chief John Ingrao.

i. Still looking for a new Safety Committee Chair.

ii. Safety Liaison Lt. Burks is making sure that the Station Safety Inspections and Safety Meetings are continuing to be completed.

F. EMS by Fire Chief John Ingrao.

i. CPR.

a. Re-certifying CPR Instructors at HFD and training new instructors. Having more certified instructors will allow us to offer public CPR classes again.

b. Eric was able to order Dextrose 50% and Sodium Bicarbonate, so we will now be able to have these medications in stock.

G. Training by Fire Chief John Ingrao.

i. Working to get Resident Volunteers signed off on the apparatus so that they can respond when they are stationed in Government Camp.

ii. Training Company completed their EMR class and will start their Fire class in January.

H. Union by Lt. Scott Kline.

i. Continuing to work on the Battalion Chief/Fire Marshal MOU.

ii. Continuing to work on the Senate Bill 1049 Work Back MOU.

6. Reports Continued

I. Volunteers by FF Nick Miller.

i. Accepting nominations for 2020 Volunteer Association Board.

ii. A committee was formed to review the Bylaws and determining the future of the Volunteer's Association. The goal is to include everyone (CERT and Support Group) into the Volunteers Association.

iii. Glad to hear that Training Company is coming along. Plans to do a mentor program going with the new recruits.

iv. Hoodland Fire Christmas Party on Saturday December 14, 2019 from 10:00 – 11:30 am.

v. District Pizza Party and CPR Recert Drill on Wednesday December 18, 2019.

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

i. Member status is fourteen active and four on LOA.

ii. Members volunteer 287 hours.

iii. Responded on a recent TIP call out.

iv. Continuing Winterwise education to the public and TIP.

v. Articles in the Mountain Times.

vi. Members will be attending the CPR Recert.

vii. PPE Grant is still on hold.

viii. Three members are interested in the Train the Trainer CPR class.

K. Support Group by Sally Chester.

i. Hoodland Fire Christmas Party on Saturday December 14, 2019 from 10:00 – 11:30 am. Kids are welcome and Santa is coming at 10:30 am.

7. Unfinished Business:

A. Strategic Planning Updates.

- i. Waiting the results of the updated Seismic Study from the contractor.

B. Second Reading of the changes to Policy 903 Battalion Chief/Fire Marshal Job Description.

- i. This is tabled.

C. Deputy Chief Process by Jim Mooney.

- i. Only received two applications during the application period.

- ii. Suggestions to reduce the EMS certification from Paramedic to Intermediate and change the residency to time from the District vs. living in the District.

- iii. Application period between Thanksgiving and Christmas could have been a hindrance to people applying.

- iv. The position might be attractive to retirees wanting to work back.

- v. Hoodland Fire should contact George Dunkle at SDAO for recruiting advice.

- vi. We might want to decrease the minimum number of applications that are required.

- vii. Changes to the Deputy Chief process will have to be brought to the Civil Service meeting.

- viii. Board concerns regarding this process and eliminating Paramedic requirement should be discussed more in a Work Session.

- ix. The Board would like Chief Ingrao to make contact with the Civil Service regarding changes to the minimum number of applicants and the residency requirements.

- x. The Board would like to have a Work Session on Thursday December 19, 2019 at 7:00 PM.

7. Unfinished Business Continued

D. SB 1049.

i. Waiting for John Watts' feedback.

ii. This will be tabled until the Work Session or the next Board Meeting.

E. PERS Incentive Fund.

i. All of the match funds have been allocated but we can apply and be added to the wait list.

ii. This will be tabled until the Work Session.

F. Government Camp Remodel, TIF Funds.

i. This was discussed by Blane Skowhede.

8. New Business: None.

9. Motion to Pay Bills.

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Jacob Rackley – Would like Nick Miller to remain Volunteer President. It is a good idea for all of the volunteers to band together under the Volunteer's Association.

B. Cliff Fortune – Encouraged by the Volunteers banding together and encouraged with the new recruits completing Training Company. Second Nick Miller running for Volunteer President.

C. Shirley Dueber – Thank you to CERT for all of the time you are putting in the community to educate the public.

D. Mary Ellen Fitzgerald – Glad Matt Garcia will be the Station Manager at the Government Camp Station. Excited to see the completed station.

BREAK: 9:04 PM

RECONVENE: 9:11 PM

11. 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: 9:12 PM from regular session.

RECONVENE: 9:13 PM into executive session.

A. Discussion on Negotiations.

ADJOURN: 9:22 PM from executive session.

RECONVENE: 9:24 PM into regular session.

12. Other New Business. None.

13. Adjournment.

MOTION MADE: By Mary Ellen Fitzgerald to adjourn the meeting.

2ND: By Cliff Fortune.

ADJOURNMENT: Meeting adjourned at 9:25 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant