

**HOODLAND FIRE DISTRICT #74  
BOARD OF DIRECTORS  
WORK SESSION MINUTES  
June 3, 2017**

Those Present: Board Members: Pat Buckley, John Pruden, Ron Partlow, and Cliff Fortune. Fire Chief John Ingrao. Guests: Blane Skowhede.

1. Call to Order: By Cliff Fortune at 10:00 AM
2. Pledge of Allegiance Led by Blane Skowhede.
3. Strategic Goals and Objectives.
  - A. Goal 1 – 24 hour coverage.
    - i. 24/7 shifts started May 1, 2017.
    - ii. We have rented an offsite domicile and we will get access soon after some repairs and cleaning are completed.
    - iii. We have upgraded the Sleeper Trailer to a new three room trailer with enough space for four beds. We were able to get County permit approval.
    - iv. Volunteers have been doing lots of sleeper shifts which helps with nighttime calls.
  - B. Goal 2 – Government Camp Station.
    - i. The design will be going to the cost consultant in a few weeks. This will give us an accurate cost estimate before it can go out for a public bidding process. Blane will talk to Attorney John Watts to make sure we are in compliance. Construction might be able to begin in the fall. HFD wants to proceed as fast as we can.
  - C. Goal 3 – Facilities.
    - i. HFD wants to begin the process for the Main Station improvement. Blane needs an idea of what we are looking for. We will need to explore different financing options.
  - D. Goal 4 – Staffing.
    - i. Union shop stewards went to a Union Conference that talked about the student resident issue and the unions are against it. There are some liability and BOLI issues that we need to be aware of. We already have several volunteers interested in a student resident program. We are still waiting to hear back about the safer grant.

#### 4. Other Business.

##### A. Long Range Planning.

- i. The district was divided into five zones. It is now divided into three zones. 1<sup>st</sup> Zone (West - Tan) is Sandy Border to Brightwood Loop. 2<sup>nd</sup> Zone (Central - Red) is Brightwood Loop to Kiwanis Camp. 3<sup>rd</sup> Zone (Green - East) is Kiwanis Camp to Government Camp.
- ii. Possibility for the future to do an inner-governmental agreement with Sandy Fire for a joint sub-station on the border.
- iii. Possibility of doing a joint Board Meeting with Sandy Fire to get on the same page.

##### B. Volunteers.

- i. In need of more mid-management volunteers. Plans to promote volunteers into supervisory positions with the department. Planning on promoting some volunteers to Senior Firefighters and promoting some current Senior Firefighters to Lieutenants.
- ii. Wanting to change the way we reimburse volunteers. We are looking at the option of going to a points system for reimbursement. This will help us to stay on budget. This will also help motivate the volunteers.
- iii. Nick Miller and the Fire Chief met individually with each of the volunteers. Most of the volunteers reaffirmed their commitment and have been responding more. Lots of positive comments and constructive feedback from the volunteer meetings.
- iv. Hoping that the new Image Trend program will be user friendly and help speed up charting for volunteers.
- v. Chief Ingrao plans to do a "Top Responder of the Month" program for the volunteers to show appreciation and to give them an incentive. The bonuses will include things like gym membership access and a parking spot!

##### C. Physicals.

- i. We have changed the career physicals so that we are now fully meeting the NFPA requirements.
- ii. The support staff, including the HEART Team will only have a basic physical.
- iii. Members must complete their physicals through Adventist Health - Occupational Medicine.

##### D. Fitness.

- i. Tyler Myers is the new physical fitness coordinator.
- ii. Paid staff members are supplied with a membership to the local gym and have been going there to work out.
- iii. Tyler has taken some training with the personal trainer so that he can assist staff and volunteers in their physical fitness goals.

D. Continued.

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- iv. Future plans include a small fitness center for staff and volunteers in a remodeled main station.
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E. Type 6 Brush Rigs.

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- i. There has been a delay with the parts the vendor ordered, so we are about a month behind.
  - ii. We are still on budget.
  - iii. We should have done a Performance Bond on the contract. We usually do this for large vehicles, but from now on we will do it on all vehicles.
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F. Budget.

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- i. There will be a document in your board packets this month that shows that we are over the amount budgeted in Package 1 – Personnel Services. This was because we had to pay for the overtime payroll miscalculations.
  - ii. There will be a board action item at the next board meeting to add the new domicile expenses to the budget.
  - iii. We have a healthy budget; we just need to keep being responsible.
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G. Update on SFF Joe Schwab.

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- i. Joe is progressing well with his physical therapy. He can now climb a ladder and can do more around the department.
  - ii. He will have to pass his physical abilities test when he returns to full active duty.
  - iii. His rehabilitation can take as long as it takes, but Joe was given 6 months; until November 1<sup>st</sup> to come back a full capacity in order to get the Lieutenant promotion.
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H. Chief Ingrao's Vacation.

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- i. Chief Ingrao will be leaving on June 15<sup>th</sup> and will be gone for two weeks in the Dominican Republic.
  - ii. Scott Kline will be filling in as the Duty Officer in charge.
  - iii. Chief Ingrao will be taking the Sat-Phone and will hopefully have some cell service and email for communication.
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5. Adjournment: Meeting adjourned at 12:45 PM

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant