

**HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
August 8, 2017**

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, Darcy Lais, and Ron Partlow. Staff: Fire Chief John Ingrao, Financial Manager Carol Norgard, Lt. Scott Kline, Lt. Eric Macy, SFF Joe Schwab, SFF Andy Figini, SFF James Lucas, Dana Waldron, Tom Nelson, Amanda Schmitt, Pat Tritico, Cody Anderson, Byron Trelstad, Pat McAbery, Melinda Revere, Deb Sinz, Nick Miller, Corey Marlowe, Jaden Markham, Dmitriy Tsygipalo, and Matthew Garcia. Guests: Lora Buckley, Blane Skowhede and Training Company family members.

1. Call to order: By Pat Buckley at 7:00 PM.
2. Pledge of allegiance led by 2017 Training Company: Matthew Garcia, Jaden Markham, Dmitriy Tsygipalo, and Corey Marlowe.
3. Swearing in of the 2017 Training Company.
 - A. Matthew Garcia, Jaden Markham, Dmitriy Tsygipalo, and Corey Marlowe repeated the "Firefighter's Oath" and were sworn in by SFF Andy Figini. They were then pinned by their loved ones.

4. Persons to be Heard.
 - A. Blane Skowhede with Keystone Architecture.
 - i. The Government Camp Station project is under design. The cost estimated has been done. Because of USFS restrictions it will be better to do the foundation repair before starting on the remodel. Foundation repair should only be about \$10,000 based on the cost estimate. Under \$10,000 we do not have to go out to public bid.

MOTION MADE: By John Pruden to get started on the foundation work.
2ND: By Ron Partlow.
DISCUSSION: None.
PASSED: Unanimously.

5. Approval of the Minutes.
 - A. Board Meeting Minutes Tuesday July 11, 2017.

MOTION MADE: By Cliff Fortune to approve the July 11, 2017 Board Meeting Minutes.
2ND: By Darcy Lais.
DISCUSSION: None.
PASSED: Unanimously.

6. Communications.

A. Thank you email.

B. Thank you card.

C. Letter to Mount Hood RV Village regarding campfire burn ban.

D. Letter to domicile neighbors.

E. Letter from Chemult Fire regarding surplus vehicles.

F. Letter from Juniper Fire regarding surplus vehicles.

7. Reports:

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

i. Tally: 2017 YTD is 578. We are up 35 Calls from last year. This is an over 7% increase in call volume. 82 calls in the month of July. The calls breakdown to 5 Fires, 1 Overpressure, 40 Rescue & EMS, 2 Hazardous Condition, 14 Service Calls, 18 Good Intent Calls, and 2 False Alarms.

ii. Chief's Notes.

a. Still in the process of training new Duty Officers.

b. Training Company members are now full responders because they have finished up their EMR, FF1 and HFD department training.

c. Regarding the Government Camp Station there was an informal discussion with USFS about the land swap. Was told that there is a lot of bureaucracy surrounding it and it is moving slow. It will eventually happen but it could be ten years down the road.

d. Domicile is ready and Paid Staff will be sleeping there at night starting this week. We have been working to get everything ready and getting SOGs in place.

e. 2014-2015 Audit is being completed. There was an error with the depreciation schedule from years back. Now that this is fixed we will be able to get the other audits done.

f. Tactical PPE vests were purchased for the Staff and Duty Officers, since they often respond alone. FEMA recommends protective gear for Fire Service Personnel due to the increase in violent crimes and active shooters incidents. This only as a means of protection and safety, they are encouraged to flee if they feel they are in danger.

g. Eclipse IAP is being composed by Lt. Scott Kline. We are preparing for worst case scenarios and hoping for the best.

7. A. ii. g. Continued

We will be staffing heavily for Wednesday August 16 to Wednesday August 23. We will be staffing the Government Camp Station. The Brightwood Station will not be used by us and we are moving the apparatus up to the Main Station. The Brightwood Station will be loaned out to CCSO and OSP for their use. Support Group will be feeding personnel, volunteers, CCSO, National Guard, etc. breakfast, lunch and dinner at the Lion's Club. National Guard Troops will be stationed at "Local Only" side roads providing information and discouraging tourists from taking those roads to avoid traffic. Welches School is allowing us to use their walk in Refrigerator and Freezer for Food Storage. We got another fuel tank and we are getting all of the fuel and propane tanks topped off. The HEART Team will be helping with driving and cooking. HFD is renting two motorcycles for quick response medical calls. After the Eclipse at the September Board Meeting, there might need to be a request to use money out of the Emergency Contingency Fund to pay for the Eclipse expenses. We might be able to get money from FEMA if the Eclipse has caused a State of Emergency.

B. Safety Committee Report by Fire Chief John Ingrao.

- i. Susan stepped down as the Safety Committee Chair.
- ii. Dana Waldron is now the new Safety Committee Chair.
- iii. Thank you to Susan for your contribution and ideas for the Safety Committee.
- iv. We will be adding a larger secure safety board.
- v. Pot hole Issue brought up. We are actively working to solve the pot holes on the apron. Planning on having Clackamas County come to patch the pot holes.
- vi. There is some infrastructure issues at the main station that need to be addressed with strategic planning.
- vii. Lt. Burks had a really good LODD story that we can learn from. Great information about continuing to wear SCBAs during fire mop up!

C. Prevention Report by Fire Marshal Scott Kline.

- i. A few inspections have been completed recently.
- ii. Construction plans have slowed down a little.
- iii. No recent fire investigations.
- iv. Eclipse IAP is taking up a lot of time.
- v. Still working on integrating the CAD with Image Trend. We have pushed the "go live date" until after the Eclipse.

7. Continued

D. I.A.F.F. 1660 Union Report by SFF Andy Figini.

- i. Andy's baby girl was born on July 28, 2017.
- ii. Evan was married on July 25, 2017.
- iii. Thank you to Chief for getting the domicile completed.

E. Volunteers Report by President Nick Miller.

- i. Volunteers signing up for shifts for the Eclipse and for Hood to Coast.
- ii. Picnic is Saturday August 12th at Wildwood.
- iii. Volunteers are anxious to get checked off on the new Brush Rigs.
- iv. Casey is still taking EMT Classes.
- v. Sandy Fire might be putting on an EMT Class that we could send some volunteers too.
- vi. We will be following up with the volunteers about their commitment.
- vii. Volunteers will be getting Retired Fire Chief Mic Eby a gift certificate for the coast.

F. HEART Group by Sally Chester.

- i. The HEART team recently helped out with the Garage Sale.
- ii. Recently distributed flyers about Eclipse Preparedness and fire season. This was done in an effort to prepare and provide information to the community.
- iii. Community members are concerned about fire danger and they are frustrated that local businesses are still selling firewood when a ban is in place.

8. Unfinished Business.

A. The next Board Lunch is Friday August 25, 2017 during Hood to Coast.

B. Strategic Planning/Work Session will be Saturday September 23, 2017 at 9:00 am.

C. Solar Eclipse Surveys: Surveys show that a lot of people are planning to come to Oregon and are planning on camping.

9. New Business.

A. SOG #3-03: Use of Public Meeting Spaces.

B. SAFER Grant Update.

- i. Financial Manager Carol Norgard explained why we are getting less than expected amount with the grant funds. We will have to come up with the difference to pay for two new firefighters. We

9. B. i. Continued

have until August 20, 2017 to accept the grant. We will have to hire two firefighters by January 8, 2018.

- ii. Chief Ingrao explained that when SFF Joe Schwab comes back and if we hire two additional staff that we would have three per shift. Minimum staffing is two per shift. Right now when someone takes vacation, sick, etc. it is all overtime for the person working extra shifts to cover. With three per shift we would be paying a lot less overtime. Not paying as much overtime would help cover some of the difference from the grant.

MOTION MADE: By Cliff Fortune to tentatively accept the SAFER Grant as presented.

2ND: By John Pruden.

DISCUSSION: The numbers need to be double checked.

PASSED: Unanimously.

C. Solar Eclipse Expenses.

- i. Will do an audit to see how much money has been spent on the Eclipse Event because we may need to use some of the funds out of the Contingency Fund. This will be addressed at the September Board Meeting.

10. Motion to pay the bills.

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

2ND: By Ron Pruden.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Member Comments.

A. Cliff – Thank you to Linn Norgard and Pat McAbery for their dedication to the Explorer program and to everyone who helped guide Luke and Sean!

B. John – Very happy and proud with the growth of this department and the “can do” attitude.

C. Darcy – Thank you Susan Mikolasy for all of your hard work and dedication to the Safety Committee! Thank you Dana Waldron for taking on the challenge. Thank you to the staff for putting up with the living conditions, glad they are getting a better place to stay.

D. Ron – Thank you to the group for working well together to get a lot accomplished!

11. Continued

E. Pat – Agrees with the rest of the Board. Appreciates what we have accomplished so far, but we still have a lot of work ahead of us.

12. Executive Session. None.

13. Other New Business.

A. Good luck to Sean Fortune, he is moving to La Pine for a Firefighter Resident Student Internship Program.

B. Good job to Luke Fortune for completing his Student Program and getting hired full time at Baker City Fire.

14. Adjournment.

A. Meeting adjourned by Pat Buckley at 8:42 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant