

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
November 14, 2017

Those Present: Board Members: Pat Buckley, John Pruden, Darcy Lais, Cliff Fortune,
and Ron Partlow. Staff: Fire Chief John Ingrao, Financial Manager Carol Norgard, Lt.
Scott Kline, Lt. Andy Figini, SFF Joe Schwab, FF Tyler Myers, Nick Miller, Cris Crislip,
Susan Mikolasy, Sally Chester, Corey Marlowe, Melinda Revere, Kevin Frank, Linn
Norgard, Amanda Schmitt, Casey McGinty, Jim Jarvis, Brian Henrichs, and Debra Sinz.
Guests: John Watts and Blane Skowhede.

1. Call to order: By Pat Buckley at 7:00 PM.

2. Pledge of allegiance led by Pat Buckley.

3. Approval of the Minutes.

A. Board Meeting Minutes Tuesday October 10, 2017.

MOTION MADE: By John Pruden to approve the October 10, 2017 Board Meeting
Minutes.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: One abstain and four ayes.

4. Communications.

A. Oregon Cooperative Procurement Program Agreement.

B. Water Rescue Consortium Meeting Minutes, will move this into reports.

5. Reports:

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

i. Tally: 2017 YTD is 838. We are up 71 Calls from last year. 68 calls
in the month of October. The calls breakdown to 41 Rescue &
EMS, 8 Hazardous Conditions, 4 Service Calls, 7 Good Intent
Calls, and 8 False Alarms.

ii. Still developing MOUs with the union staff.

iii. Still updating policies and continuing to write SOGs.

iv. Andy is working on a non-combat basic physical agility test.

v. DO Training is ongoing. Kevin Frank is almost certified.

vi. Calculating Volunteer's point for the new system.

vii. Amanda Schmitt has been hired as a temporary employee for a
maximum of six months.

5. A. Continued.

- viii. Brian Henrichs and Luke Fortune have been offered Conditional Employment Offers.
- ix. Government Camp RFQ is moving forward.
- x. 800 analog engaged and up and running. Thank you for the radio donations from Clackamas County Sherriff's Office.
- xi. Joint Board Meet & Greet went well and we will set up a joint board meeting in February.
- xii. Welcome Attorney John Watts and Clackamas County Sherriff's Office.

B. Safety Committee Report by Ron Partlow.

- i. SCBA tanks, be cautious when pulling the cord. Committee recommends sending a safety email regarding this issue.
- ii. Ask for boot chains if you need them for icy weather.
- iii. Wear proper PPE when loading and unloading hose.
- iv. Investigate circumstances of the injury of one of our firefighters by a patient.
- v. Susan recently attended a conference and learned more about cancer among firefighters. Committee recommends Decon. SOG.
- vi. Committee suggests back alarm on ATV.
- vii. Icy spot near training room door need options to fix.
- viii. CERT team needs new gear, they are using gardening gloves.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Busy with inspections and re-inspections of local businesses in Government Camp. Businesses are fixing their deficiencies and like the increased HFD presence.
- ii. No new construction or plan reviews.
- iii. Oregon Building Codes Division developed their own Fire Code within the Building Code. OSFM is fighting this.
- iv. Recent prevention activities included Open House and Spook Alley.
- v. Working with ODOT to get a wrecked car and signs on the shoulder to warn the traveling public to slow down.
- vi. No fires last month, so no new fire investigations.
- vii. Getting lots of ISO requests.
- viii. Scott is completing classes in GIS. Scott also signed up for more classes.
- ix. Image Trend is still in process. Staff is using it and finding lots of things they don't like. Trying to work out all of the kinks before we go live. Scott is doing some training on the Inspections Module.
- x. Scott is helping develop a new Fire Code for Fireworks and Explosives. Scott is also working with the NFPA committee and will be going to Baltimore in April.
- xi. Still making ID cards for Support Group, CERT, and Volunteers.

5. Continued.

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

- i. Congratulations to Luke Fortune and Brian Henrichs on being selected by the district. We are excited to have them and have more staff on board.
- ii. Tyler Myers recently competed his Fire Officer 1 and 2 class last month. He is still finishing up his task book and will be certified soon.
- iii. Revamping the MOU on Duty Officer Training so that the Paid Staff can get more training and experience.

E. Volunteers Report by President Nick Miller.

- i. Spook Alley and Open House went well last month and we had lots of volunteers participate.
- ii. Wants to encourage volunteers to attend Board Meetings and Volunteer Meetings.
- iii. Contemplating moving the VBM to before drill instead of after drill.
- iv. Plans on inviting Support Group and CERT to VBMs.
- v. Volunteer Board Officer Nominees at upcoming meeting.
- vi. Will be voting in the new volunteers including CERT and Support Group in to the Volunteer's Association.
- vii. Andy is working on Personal Development Binders for volunteers to help them meet their goals.
- ix. Mentor program for those thinking about volunteering and want to come to drills.
- x. Joint Winter Operations Drill with CERT on November 29th.
- xi. Got several applications in for the 2018 Training Company. Starting the EMR class in January.

F. CERT Group by Cris Crislip.

- i. CERT helped out with Open House and Spook Alley.
- ii. Quarterly Drill with extinguishers went well. Thank you Tyler for helping out.
- iii. CERT team members helped Support Group for three days by feeding Search and Rescue Teams searching for a missing hiker at Wildwood Park.
- iv. Tristy Crislip will be a representative for CERT on the Safety Committee.
- v. Opportunity for a regional grant for CERTs. Evan is working on this to help get funding for new PPE.
- vi. Thank you to Joe for helping answer Radio Questions at the recent monthly training on Emergency Radio Operations.
- vii. Working on a CERT training program and scheduling for a CERT Basic Class.

6. Unfinished Business.

A. No Board Lunches during the holidays.

B. Strategic Planning Updates by Blane Skowhede.

i. Government Camp Station Update.

a. Working on the final details: kitchen cabinets with Oregon Corrections Enterprises and door hardware with Scott. We are also working on the exterior sign for the building.

b. Will need to meet with Chief to get final approval on the drawings in early December.

c. The drawings will soon be filled with Clackamas County. It takes about 8 weeks for them to approve and issue the permit.

d. John Watts is working on the RFQ for contractors.

ii. Main Station Update.

a. Blane worked with Chief Ingrao to develop a program needs document that describes the space needs.

b. We are trying to determine if this station can be remodeled or if we would need to start from scratch?

C. Resolution #2017-03 Amending District Public Improvements Contracting Rules and Procedures.

MOTION MADE: By Cliff Fortune to approve Resolution #2017-03.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

D. Second reading to revise Policy #205.

MOTION MADE: By Darcy Lais to approve Policy #205 in its second reading.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

E. Second reading to revise Policy #518.

MOTION MADE: By to John Pruden approve Policy #518 in its second reading.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

7. New Business.

A. Approval of Fire Chief's Contract.

MOTION MADE: By to John Pruden approve Chief Ingrao's new contract effective
January 1, 2018.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

8. Motion to pay the bills.

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

2ND: By John Pruden.

DISCUSSION: All board members mentioned their conflict of interest due to
reimbursement from the OFDDA conference.

PASSED: Unanimously.

9. Executive Session, none.

10. Persons to be Heard, None.

11. Other New Business, None.

12. Adjournment.

A. Meeting adjourned by Pat Buckley at 7:40 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant