

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
SEPTEMBER 15, 2020

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Mary Ellen Fitzgerald (Zoom) [Left Early at 8:52 PM] and Cliff Fortune (Zoom) [Arrived Late at 8:12 PM]. Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Carol Norgard; Financial Manager, FF Nick Miller, Nora Gambee, and Sally Chester. Guests: Gary Brandt (Zoom) and Jim Stearns (Zoom).

1. Call to Order: By Darcy Lais at 7:05 PM.
2. Roll Call – The meeting was offered with a Zoom Meeting option, so a roll call was performed to determine attendance.
3. Pledge of Allegiance: Led by Darcy Lais.
4. Persons to be Heard. None.

* Items in the agenda regarding the Fire Chief Recruitment will be discussed first with Jim Stearns from SDAO.

9. Unfinished Business.
 - A. Second Reading of Policy #901: Fire Chief Job Description.
 - i. Recommendations were made by SDAO. Recommendations included removing the Tobacco/Marijuana restrictions and removing additional coursework requirement. There were also suggestions to move items to other sections within the policy.
 - ii. Policy has been reviewed by Attorney John Watts and the required residency distance from the station is legal and defensible.

MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of Policy #901: Fire Chief Job Description with the recommended changes from SDAO.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

10. New Business.

C. Fire Chief Salary and Benefits.

- i. Discussion on salary range for Fire Chief. Needs to be higher than Deputy Chief. Fire Chief Salary range \$128,600 – \$135,000 to be negotiated depending on experience.

MOTION MADE: By Shirley Dueber to approve the Fire Chief Salary range \$128,600 – \$135,000 depending on experience.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

- ii. Discussion regarding Benefits for Fire Chief. Keep the benefit package the same as outlined.

MOTION MADE: By Shirley Dueber to approve the Fire Chief Benefits Package as outlined in the September 3, 2020 Memo.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

D. SDAO Fire Chief Recruitment Contract.

- i. Contract to hire SDAO to facilitate with the recruitment and interviews for Fire Chief hiring process.

MOTION MADE: By Shirley Dueber to approve the SDAO Fire Chief Recruitment Contract.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

- ii. The contract will need to be signed by the Board Chair.

E. Fire Chief Recruitment Process and Timeline.

- i. This timeline has been delayed one week due to high winds, wildfire, and week-long power outage.

10. E. New Business – Fire Chief Recruitment Process and Timeline Continued.

ii. Discussion on whether or not to pay for any travel expenses, this can be decided later.

iii. Suggestion to advertise ASAP, close recruitment in October, and try to complete interviews before Thanksgiving.

5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday August 11, 2020.

i. Minutes were not sent out, so this will be tabled until next month.

B. Work Session Meeting Minutes on Tuesday August 11, 2020.

i. Minutes were not sent out, so this will be tabled until next month.

6. Communications. None.

7. Reports.

A. Chief's Report by Fire Chief Steve Abel.

i. Government Camp Station – Finished our part of the ISO Grading System, waiting for Government Camp to be recognized as an active fire station through SDAO. Three Resident Volunteers are living at the station and are doing a great job responding to calls. They are also opening the bay doors open and pulling out apparatus to show the community that the station is active. Recently purchased a replacement refrigerator for the Government Camp Station.

ii. Apparatus Driver and Pump Operator Classes – These classes allowed multiple volunteers the training to get signed off to drive apparatus.

iii. Volunteer Mentor Program – Going well, thank you to SFF Tony Hadeed for taking the lead with this program.

iv. Lieutenant Testing – Four Internal Candidates and Twelve Assessors. Thank you Board Chair Shirley Dueber for taking part in the process. The list was certified by the Civil Service. Brian Henrichs has now been promoted to Lieutenant.

7. A. Reports – Chief’s Report Continued.

v. New Volunteers – There are eight new volunteer recruits, 3 in district and 5 out of district. Classes were delayed one week due to fires. Interviews were conducted to find volunteers that will be the best fit, not all applicants were accepted.

vi. Server and IT quotes will be discussed later under New Business. The cost will be around \$30,000 and this has not been budgeted for.

B. DC Kline Report.

i. New Volunteers - New Fast Track Volunteer already has certifications, but will still need to complete a Hoodland Fire Taskbook. Have a waiting list for the next Recruit Academy.

ii. Conflagrations – Staff and Volunteers have been providing support to multiple other districts. No one currently deployed, but we are ready for the next one.

iii. Volunteer Retention Coordinator Grant – No word yet.

C. SDAO Assessment Report.

i. Continuing to work on SDAO’s recommendations.

8. Finance by Financial Manager Carol Norgard.

A. The Board requested to not have all of the financials printed out, so they will be sent electronically. One copy will be printed and the Board Secretary/Treasurer can sign it so the Auditors know that it has been reviewed.

B. Financial Summary and review of account balances.

C. Government Camp Remodel Account. Funds are still the in account to pay for the outstanding balances of the generator project and the project manager. We are waiting for the final bills to know the final numbers. The Board agreed to pay any leftover balance out of the Building Reserve Account.

9. Unfinished Business.

B. Second Reading of Policy #522: Employment Verification and Reference Requests.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #522: Employment Verification and Reference Requests.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye).

C. Second Reading of Policy #107: Public Records.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #107: Public Records.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye).

10. New Business.

A. Division Chief Finance.

i. Suggestion to do an internal promotion for a Division Chief: Operations and Training. This position would replace the Deputy Chief position.

ii. Suggestion to keep seven firefighters on shift until the end of the fiscal year. If we lose one through attrition, we would not fill that position.

iii. Budget is somewhat stable for the next two fiscal years.

MOTION MADE: By Mary Ellen Fitzgerald to direct Fire Chief Steve Abel to move forward with the Division Chief process.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye).

10. A. New Business – Division Chief Finance Continued

- iv. The Battalion Chief Fire Marshal will also be retitled to Division Chief Fire Marshal.

MOTION MADE: By Mary Ellen Fitzgerald to direct Fire Chief Steve Abel to keep the seventh firefighter position until the end of FY 2020-2021.

2ND: By Cliff Fortune.

DISCUSSION: If one firefighter leaves, the position will not be filled. We can afford it this FY, but not in the future.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye).

B. Resolution #2020-10: Transferring funds within the 2020-2021 Operating Budget.

- i. The aging server problem has been known about, but with trying to crunch numbers to get a balanced budget, the decision was made to delay upgrades. There have been some other issues that have come up that made us realize that delaying is no longer possible.

- ii. POA has been our service provider and they came back with an estimate that was higher than expected and members have been dissatisfied with their service, so we started exploring other options. Received estimates from Ricoh that will be less expensive.

- iii. New computers are needed and a cloud based server is needed.

- iv. The cost to upgrade to the cloud based server is estimated to cost around \$30,000.

- v. The Resolution would transfer \$34,000 from Firefighting Equipment Reserve to Package 4-030 Capital Outlay Office Equipment for the purpose of replacing the computer server and office processing software.

MOTION MADE: By Shirley Dueber to adopt Resolution #2020-10: Transferring funds within the 2020-2021 Operating Budget with the funds being spent out of the Reserve Account when the bills come in.

2ND: By Cliff Fortune.

DISCUSSION: This resolution does not include switching vendors, this would need to be done under a separate motion.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Mary Ellen Fitzgerald (Absent)].

10. B. New Business – Resolution #2020-10 Continued

- vi. Fire Chief Steve Abel and Carol Norgard have seen Ricoh's presentation and received quotes. They are also listed under the Oregon State Contract and provide services nationwide.

MOTION MADE: By Darcy Lais that we direct Fire Chief Steve Abel to make the switch in vendors to Ricoh for IT and Printer/Copier Services.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Mary Ellen Fitzgerald (Absent)].

F. Motion to add an authorized user on the LGIP Accounts.

MOTION MADE: By Cliff Fortune to add Mary Ellen Fitzgerald as an Authorized User on the LGIP Accounts.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Mary Ellen Fitzgerald (Absent)].

11. Motion to Pay Bills.

MOTION MADE: By Shirley Dueber to pay all bills as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Mary Ellen Fitzgerald (Absent)].

14. Other New Business.

A. Budgetary Considerations.

- i. Suggestion to compensate all Volunteers who responded on the recent conflagration mobilization and those on standby during that time. The cost would about \$11,000. Some of the mobilization vehicle reimbursement money could be redirected to cover this.

- ii. Recent unexpected expenditures including SCBA glass containment, updating map books, continuing with seven firefighters until the end of the fiscal year, and paying two Fire Chief's for several months.

14. A. Other New Business Continued.

MOTION MADE: By Cliff Fortune to authorize Fire Chief Steve Abel to redirect some
of the vehicle reimbursement funds to compensate the volunteers
who responded during the time period of the conflagration.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye),
Darcy Lais (Aye), and Shirley Dueber (Aye) [Mary Ellen Fitzgerald
(Absent)].

- iii. CERT members provided an information booth at the PGE
Resource Center at Welches School during the week long power
outage. Their help was invaluable and they will be recognized.

12. Board Members Comments.

A. Darcy Lais – Witnessed HFD in action, they quickly responded to a fire
at neighbor’s house. Thank you CERT for providing an information booth.

B. Shirley Dueber – Thank you CERT for providing materials to the
community at the PGE Resource Center. Thank you to everyone who was
at the station during the week of the windstorm, power outage, and fires.
Heard we were the only Fire Department answering phone calls, good job.

C. Jacob Rackley – Heard lot of good things from the community about
Hoodland Fire District.

D. Cliff Fortune – So proud of all the members for their dedication. Have
heard lots of positive feedback from the community.

13. Executive Session. None.

14. Other New Business. See Above.

15. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 9:21 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant

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