

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**April 10, 2018**

Those Present: Board Members: Cliff Fortune, Pat Buckley, Ron Partlow, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Eric Macy, Lt. Phil Burks, SFF Joe Schwab, FF Nick Miller, FF Debra Sinz, FF Jim Jarvis, FF Matt Garcia, Gary Brandt, and Sally Chester. Guests: John Watts, Blane Skowhede, Bonnie Hayman, Cyndi Dyal, Robert Rosen, and Marci Slater.

1. Call to order: By Pat Buckley at 7:00 PM.
2. Pledge of allegiance led by Pat Buckley.
3. Persons to be heard.
  - A. Marci Slater with the Hoodland Women’s Club.
    - i. Interested in creating a Community Park District.
    - ii. Have acquired an MOU with Clackamas County saying that they will deed three parcels of land to the Community Park District once we have a funded Park District formed with a Board.
    - iii. We will need to circulate a petition to get the initiative on the ballot.
    - iv. We need board members, volunteers, and support. Please tell your neighbors.
4. Approval of Minutes.
  - A. Board Meeting Minutes on Tuesday March 13, 2018.

MOTION MADE: By Cliff Fortune March 13, 2018 Board Meeting minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications.
  - A. Donation for the Benevolent Fund.
  - B. Sandy Fire’s Breakfast Fundraiser.
  - C. Oregon’s New Statewide Transit Tax.
    - i. Starting July 1, 2018 we have to charge every employees 0.001% of their gross income to go to this Statewide Transit Tax.

5. Continued

D. Thank you from Estacada Fire for the banquet cover.

E. Thank you from Pat Tritico for the gift basket.

F. SDAO Award.

6. Reports:

A. Government Camp Station by Blane Skowhede:

- i. Still in the bidding phase. Have held three walkthroughs with the contractors.
- ii. Government Camp Water Company approved the project and pricing will stay the same (2 equivalent dwelling units).
- iii. Bids are due a week from today at 2pm.

B. Chief's Report by Chief John Ingraio.

- i. Will not be doing a Joint Testing with Sandy Fire. Our testing process is now open and the application date closes Friday April 13th. On Friday April 20th applicants will do a peer interview, Chief interview, and physical ability test.

C. Prevention by Fire Marshal Scott Kline.

- i. New Constructions/Plans Review.
  - a. 104 unit subdivision going in on 27 acres between Arrah Wanna Blvd. and the In Between.
  - b. Golden Poles re-build is coming along.
- ii. Inspections.
  - a. Recently did an inspection at the new Pub 26.
  - b. Met with Windell's Camp regarding fire safety.
- iii. ISO.
  - a. Sending out 3-5 letters per week.
  - b. Talked to Hoodland Area Water Coalition about putting in a standardized hydrant system throughout the fire district for any upgrades and new hydrants going in. New hydrants need two 2½" ports and 5" port with a 4" storts connection to the front.
  - c. Gave water purveyors the ISO paperwork for re-rating.
- iv. Training.
  - a. Heading to Baltimore for a NFPA meeting.

6. C. Continued

v. Fire Prevention.

a. Planning on doing Team Teaching in May at Welches School.

vi. Image Trend.

a. Working on Inspections check lists.

D. Safety Committee by Fire Chief John Ingrao.

i. No new issues and all of the old issues have been addressed.

ii. We got new tires for some of the apparatus. Les Schwab is our commercial tire vendor of record for all of the apparatus over 12,500 GVW. Les Schwab does routine inspections and repairs.

E. EMS by Lt. Eric Macy.

i. Still have medication shortages. You can look online FDA Drug Shortage website. We were out of 1/10,000 Epi, but we were able to get some from AMR. There are substitutes but they require refrigeration.

ii. Still working with Image Trend to get the CAD data downloaded. Also need to add signature portion to the EMS charts.

iii. Training Company in the EMR class all passed. The students now have to get certified through the state.

iv. We are starting to teach Cooperate CPR to local businesses. We are no longer teaching public CPR due to cost, so we are referring them to Sandy Fire.

v. Ordered the new X-Series Monitor.

vi. Cascade Training is coming in to teach a gross bleeding and hemorrhage class.

F. Special Rescue.

i. Sandy Ridge Bike Trail is a popular mountain bike area that has become a popular area that has accidents that are very labor intensive.

ii. Plans for a new Summit Bike Trail in Government Camp.

G. Union.

i. Working on Spring catch up closing out budgets and forecasting for next year's budget.

6. Continued

H. Volunteers.

- i. Thank you Support Group for the Spring Fling Breakfast.
- ii. Training Company completed their EMR and eight are going into the Fire Training Company. Chief and Nick will plan on sitting down with the new members regarding expectations and answering questions. Lot of volunteers signing up to help with teaching TC classes.
- iii. Need volunteer help for ground maintenance clean up days on April 20<sup>th</sup> and 21<sup>st</sup>.
- iv. Working on a volunteer exit procedure when volunteers leave so that all of the gear gets turned in, door codes deleted, etc.
- v. Watch Flir You Tube video on the HFD website.
- vi. Good volunteer turnout with the core group.
- vii. Two volunteers finishing up EMT class and one taking Paramedic exam in California.

I. C.E.R.T by Debra Sinz and Sally Chester.

- i. Sally and Deb participated in the TC EMR exam.
- ii. Monthly Drill was on Hazmat, Terrorism, and Active Shooter.
- iii. Working on recruitment and public education.
- iv. Planning the next C.E.R.T. Basic in September.
- v. Added more C.E.R.T. information on the Hoodland Fire website.
- vi. Identified members not participating that will be contacted to see if they want to resign.
- vii. Working on doing Mt. Times ads in advance.

J. Support Group by Sally Chester.

- i. Spring Fling Breakfast went well with a decent turnout.
- ii. VSG Garage Sale is August 4<sup>th</sup> and we will be able to use the Welches Elementary School for parking.
- iii. Bike Helmet Day on June 16<sup>th</sup>.
- iv. Emma and Aiden have stepped up to be VSG Photographers.

7. Unfinished Business.

A. Board Lunch Saturday April 28th.

- i. After the Special Board Meeting/Work Session.

7. Continued

B. Strategic Planning Updates.

- i. Government Camp Station: will be discussed at Special Board Meeting/Work Session.
- ii. Transport Capable Rescue: Lt. Macy is doing research and gathering data and more will be discussed at the Special Board Meeting/Work Session.
- iii. Main Station Remodel Plans: will be discussed at the Special Board Meeting/Work Session.

C. Second Reading of Policy #205.

MOTION MADE: By Darcy Lais to approve the second reading of Policy #205.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

D. Special Board Meeting and Work Session on Saturday April 28<sup>th</sup> at 9:00 am.

8. New Business.

A. Budget/Board Committee Meeting April 24, 2018 at 7:00 pm.

- i. Gretchen McAbery will be unable to attend this meeting.

B. Second Budget Committee Meeting May 1, 2018 at 7:00 pm.

- i. Second meeting is only if needed.

9. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By Ron Partlow to pay bills as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

- A. Darcy – Very happy with how things are running. Glad to hear about all of the volunteers helping out.

10. Continued

B. Cliff – Ditto. Thank you for everything you are all doing.

C. Ron – Ditto. There is great value in the sharing of information.

D. Pat – Good to see the volunteer participating.

11. EXECUTIVE SESSION, to be held under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel and 2(h) to consult with legal counsel regarding current litigation or litigation likely to be filed.

RECESS: 7:47 PM from regular session.

RECONVENE: 7:55 PM into executive session.

A. Discussion with legal counsel regarding American Tower Lease.

B. Discussion with legal counsel regarding HR Consultant/Labor Attorney.

C. Discussion regarding an employee issue update.

ADJOURN: 8:44 PM from executive session.

RECONVENE: 8:45 PM into regular session.

12. Other New Business, none.

13. Adjournment.

Meeting adjourned by Pat Buckley at 8:46 PM

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard  
Financial Manager

Notes Typed By: Kelli Ewing