

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
April 28, 2020

Attendance: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Darcy Lais, Jacob Rackley and Cliff Fortune. Staff: Steve Abel; Interim Fire Chief, BC Scott Kline, Carol Norgard; Financial Manager, Lt. Andy Figini (Conference Call), SFF James Lucas, SFF Brian Henrichs. Guests: Jim Mooney (Conference Call).

1. Call to Order: By Shirley Dueber at 7:03 PM.
2. Roll Call: With the meeting being offered as a conference call, a roll call was performed to determine the attendance.
3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald.
4. Persons to be Heard. None.
5. New Business.
 - A. FY 2020-2021 Budget Preparation.
 - i. Re: 2020-2021 Budget Development Memo from Fire Chief Abel.
 - a. Monies were borrowed from the Building Reserve Account in FY 2017-2018 Budget to provide operating expenses (rent and furniture) for the Domicile. ORS rules require the monies to be repaid within the next budget year.
 - b. In FY 2018-2019 and FY 2019-2020 accrued interest from the Building Reserve Account was used to pay for the Domicile expenses. Oregon Department of Revenue Local Budgeting Rules consider earned interest to be asset for the fund in which it was budgeted for. The interest used would be considered a loan, so ORS rules require the monies to be repaid within the next budget year.
 - c. The amount that needs to be repaid to the Building Reserve Account is \$60,000.
 - d. \$15,000 for the Domicile needs to be added into the FY 2020-2021 Budget so that we are no longer using the Building Reserve Account for this rental expense.

5. A. FY 2020-2021 Budget Preparation Continued

- ii. In the FY 2020-2021 Budget, Package #1 - Personnel Services will exceed the funds that we will be receiving in tax revenue. This will also be the case for the FY 2021-2022 Budget.
- iii. We need to reduce operating costs so that we can live within our tax revenue in the future.
- iv. Need to restore our Unappropriated Ending Fund Balance which funds the District between July and November in the future.
- v. Need to increase Disaster Fund Operating Contingency in the future.
- vi. Need to contribute to Reserve Accounts in the future.
- vii. Budget Documents provided by the Financial Manager.
 - a. Form LB-20: Still \$398,835 short to balance the FY 2020-2021 Budget.
 - b. No funds going in or out of the Reserve Accounts.
 - c. Changes to Senate Bill 1049 requires the District to pay PERS contributions for the two retired Fire Chiefs. These payments will go towards paying down the PERS pool Unfunded Liability. This will add \$23,380 to the deficit in the FY 2020-2021 Budget.
 - d. Budget Packages. Reductions are in Green. Increases are in Red.
 - e. Package #1 Cuts - Battalion Chief Position cut, Volunteer Nominal Fees reduced, Student Program changed to Resident Program reduced, and LOSAP reduced.
 - f. Package #2 Cuts – Board Tuition and Fees reduced, Logistical Support reduced, Dues and Publications reduced, Auditor Fees increased, and Target Solutions reduced.
 - g. Package #3 – Funds were removed from the Disaster Fund Operating Contingency. Because the unanticipated expenses in the FY 2019-2020 Budget are lowering the Contingency Fund available in the FY 2020-2020 Budget.

5. A. vii. FY 2020-2021 Budget Preparation Continued

- h. Package #4 Cuts – Firefighting Tools reduced, Government Camp Station cut. Additional expenses for the new Government Camp Station roof expenses can be paid out of the Building Reserve Account.

- i. Package #5 Cuts – Incentives and Awards reduced, Honor Guard cut, Picnic reduced, Awards Banquet reduced.

- j. Package #6 Cuts – Maps cut.

- k. Package #7 Cuts – Tuition and Fees reduced, Travel and Per Diem reduced, Special Rescue cut, and Fireblast Trailer cut. We will check with FEMA regarding the Fireblast Trailer since it was purchased on a grant.

- l. Package #8 – Medical Disposable Supplies increased.

- m. Package #9 Cuts – Vehicle maintenance increased, CERT Trailer Maintenance cut, Winter Operations reduced.

- n. Package #10 – No changes.

- o. Package #11 Cuts – Firefighting Non-disposable supplies have been reduced.

- p. Package #12 Cuts – Satellite Phones cut, C-800 Membership Fees increased.

- q. Package #13 Cuts – Disposable Station Supplies reduced, address marker program reduced.

- r. Package #14 – No changes.

- viii. 1st Budget Committee Meeting is now May 14, 2020.

- a. The Board needs to advise the Budget Officer; Interim Fire Chief Abel on how they want to proceed to be able to present a balanced budget.

- ix. Discussion will continue later on in the meeting.

5. New Business Continued

B. New Budget Calendar.

- i. Because of budget shortfalls and the need to explore options, the previously noticed April 30, 2020 Budget Committee meeting is postponed. A revised Budget Calendar has been created, which still contains two scheduled Budget Committee meetings [May 14 & 28] with room for additional meetings if needed. This updated schedule still keeps us on track to adopt the budget in June 2020.

MOTION MADE: By Cliff Fortune to adopt Budget Calendar Version 2 for FY 2020-2021.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

C. Possible Union Contract Negotiations.

- i. With Board approval Chief Abel would like to reopen the Collective Bargaining Agreement Negotiations. SDAO advised Chief Abel to contact Jim Mooney. If we are going to contract with Jim Mooney the existing Personal Service Contract will need to be amended.
- ii. There are still some funds available in the Deputy Chief Selection Line Item to cover some of the expense to add on to Jim Mooney's contract.

MOTION MADE: By Cliff Fortune to adopt Budget Calendar Version 2 for FY 2020-2021.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

MOTION MADE: By Mary Ellen Fitzgerald to allow Chief Abel to sign the Personal Services Contract Addendum for Jim Mooney.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Continued discussion - FY 2020-2021 Budget Preparation.

- i. Package #1 – Fire Protection Specialist x 10.

- a. Safer Grant requires 10 Operational positions. Scott Kline is now in an Administrative Position, so now we are now at 9.

5. D. i. Continued Discussion on FY 2020-2021 Budget Preparation Continued

b. Lt. Burks submitted his notice for retirement effective June 30, 2020. This creates the need for a Lt. promotion.

c. A new Lt. Promotional List will need to be created to fill the position.

d. Firefighter Hiring List is on hold due to COVID-19 restrictions.

e. Deputy Chief process is on hold.

ii. Board Policy decisions are needed before proceeding with balancing the budget.

6. EXECUTIVE SESSION under ORS 192.660.2(d) Conferring with persons designated by the Board to handle labor negotiations.

A. No further business will be conducted after the Executive Session except to adjourn the meeting.

MOTION MADE: By Shirley Dueber to go into Executive Session under ORS 192.660.2(d) Conferring with persons designated by the Board to handle labor negotiations.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously.

B. The Board invites Jim Mooney and Fire Chief Abel to join the Executive Session.

RECESS: 7:57 PM from Regular Session.

RECONVENE: 8:00 PM into Executive Session.

C. Provide information to and confer with Interim Fire Chief Steve Abel and Jim Mooney regarding possible labor negotiations.

ADJOURN: 9:15 PM from Executive Session.

RECONVENE: 9:17 PM into Regular Session.

7. Adjournment.

MOTION MADE: By Mary Ellen Fitzgerald to adjourn the meeting.

2ND: By Cliff Fortune.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 9:17 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant