

**HOODLAND FIRE DISTRICT #74**  
**BOARD OF DIRECTORS**  
**SPECIAL BOARD MEETING AGENDA**  
**JUNE 23, 2020**  
**7:00 PM**

To attend the meeting, please call in via Conference Call:  
Conference Call Number: **1-855-369-0463** Participant PIN Number: **35324237#**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) PERSONS TO BE HEARD
- 5) UNFINISHED BUSINESS
- 6) NEW BUSINESS

- A. Supplemental Budget & Housekeeping Financial Resolutions [Carol]  
These are 'end of year' actions needed to be in compliance with Oregon Budget Law.

Background: This Supplemental Budget adds 'cash carryover' that was not anticipated in the current FY2019-20 budget in the Government Camp Station Remodel account of \$234,008 and appropriates those monies for anticipated expenses this fiscal year [generator, roof, and misc. remodel related expenses. This also increases our general fund budget by the same amount.]

Action Requested: Approve Supplemental Budget and Resolution 2020-07: Resolution Adopting a Supplemental Budget 2019-2020 General Fund.

- B. Resolution 2020-05 Resolution Accepting 2019 VFA Grant Funds and Transferring Funds with the 2019-2020 Operating Budget

Background: Hoodland Fire District was granted a Volunteer Fire Assistance grant through Oregon State Forestry. This grant was for wildland firefighting equipment, and the monies were expended for that purpose. As a 'housekeeping measure' we need to formally accept the grant funds and appropriate those funds to be expended.

Action Requested: Approve Resolution 2020-05.

C. Resolution 2020-06 Resolution Transferring Funds within the 2019-2020 Operating Budget

Background: In April, the Fire Board approved having contractors replace the roof on the Government Camp Fire Station. At that time we estimated our cost to be in the area of \$2,000, but we did not know if there would be additional work needed. This resolution appropriates up to \$10,000 for the purpose of completing the re-roof project. Any unexpended funds remain in the Building Reserve Fund and are unappropriated as of July 1, 2020.

Action Requested: Approve Resolution 2020-06

D. Corrective Action Plan regarding FY2016-17 Audit [Steve]

Background: Our 2016-2017 Audit Management Letter described two deficiencies:

- Bank Reconciliations reports should be reviewed by a secondary individual independent of the preparation process. The review needs to be documented with an initial and the date.
- Journal Entries should be reviewed and approved by a secondary individual other than the preparer and should be documented with an initial and the date.

Both recommendations have been implemented and have been in force for the past 2-months. Corrective actions need to be communicated via letter to the Secretary of State. A letter has been prepared, and if approved will be sent to the Secretary of State in compliance with Audit requirements.

Action Requested: Review, discuss, and authorize the Board Chair to sign the letter on behalf of the Fire Board.

E. Addendum to the Interim Fire Chief Employment Agreement [Steve]

Background: The Interim Fire Chief Employment Agreement expires on June 30, 2020. If the Board opts to continue Steve Abel as Interim Fire Chief, an addendum to extend the contract should be approved. An Addendum to the Employment Agreement for Interim Fire Chief has been drafted. The Addendum does not change any of the sections of the existing agreement except for the dates. The Addendum extends the agreement for up to 4-months [until October 31, 2020] or until a 'permanent' or other Interim Fire Chief is in place, or unless terminated by either party with 30-days' notice. In consultation with our attorney, John Watts, he states that if this is only an extension, legal review is not required.

Action Requested: Review, discuss, and if approved sign the Addendum to Employment Agreement for Interim Fire Chief.

- F. Second Reading of Policy #206: Cost Recovery for Response to Fire or Other Public Safety Incident [Steve]

Background: The DRAFT Cost Recovery Policy was presented and discussed at the June 9 meeting. Changes/corrections were made and a revised copy sent out for additional review and comment. One Board member commented with minor punctuation/grammar errors, which is included in this DRAFT 3.

Action Requested: Review DRAFT 3 as a Second Reading and if no changes are recommended, approve the policy.

- 7) At 7:30 p.m. the Board will enter into Executive Session under ORS 192.660.2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

Unless the Board opts to take action on unfinished NEW Business, No further business will be discussed except to adjourn the meeting. [If unfinished business needs action at this meeting we need to estimate the time we will reconvene.]

- 8) ADJOURNMENT