

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
July 9, 2019

Those Present: Board Members: Shirley Dueber, Cliff Fortune, Darcy Lais, Jacob Rackley, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Eric Macy, Lt. Scott Kline, SFF Joe Schwab, SFF Brian Henrichs, SFF James Lucas, SFF Kevin Frank, FF Nick Miller, FF Jaden Markham, Deb Sinz, Gary Brandt, Sally Chester, Linda Eby. Guests: Blane Skowhede, Mic Eby, and Jessica Rackley.

1. Call to Order: By Darcy Lais at 7:00 PM.

2. Pledge of Allegiance: Led by Darcy Lais.

3. Oath of Office:

A. Elected members of the Board were sworn in by Board Vice-Chairperson Darcy Lais.

i. Jacob Rackley – Position #1.

ii. Shirley Dueber – Position #2.

iii. Mary Ellen Fitzgerald – Position #3.

4. Board Officer Elections:

A. Chairperson.

MOTION MADE: By Jacob Rackley to nominate Shirley Dueber to the Board Chairperson position.

2ND: By Cliff Fortune.

MOTION MADE: By Cliff Fortune to nominate Darcy Lais to the Board Chairperson position.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Jacob: Shirley because of past experience on the Board. Cliff: Darcy because he is up to speed on current issues. Mary Ellen: Asks if they are interested. Shirley: Interested and can quickly get up to speed. Darcy: Is willing.

PASSED: Four Votes for Shirley Dueber (Jacob Rackley, Mary Ellen Fitzgerald, Shirley Dueber, and Darcy Lais). One Vote for Darcy Lais (Cliff Fortune). Shirley Dueber was elected as Chairperson.

4. Board Officer Elections Continued:

B. Vice Chairperson.

MOTION MADE: By Cliff Fortune to nominate Darcy Lais to the Board Vice
Chairperson position.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

C. Secretary/Treasurer.

MOTION MADE: By Darcy Lais to nominate Cliff Fortune to the Board
Secretary/Treasurer position.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

5. Persons to be Heard: None.

6. Approval of Minutes.

A. Board Meeting Minutes on Tuesday June 11, 2019.

MOTION MADE: By Mary Ellen Fitzgerald to approve the June 11, 2019 Board
Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

B. Work Session Minutes on Wednesday June 12, 2019.

MOTION MADE: By Cliff Fortune to approve the June 12, 2019 Work Session
Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

7. Communications by Chief John Ingraio.

A. C.E.R.T. rescued a bird at Thriftway, received a thank you letter.

B. Thank you from Warm Springs for Mutual Aid assistance on a call.

8. Reports:

A. Blane Skowhede.

i. Government Camp Station:

- a. Six Construction meetings have been completed.
- b. The project is progressing as expected.
- c. The third pay request was approved and submitted.
- d. The project is 51% completed.
- e. Blane will contact Oregon Corrections Enterprises regarding the kitchen cabinets.
- f. Issued 8 -10 change order requests to the contractor.
- g. Change Order #1: \$1,450 extra cost to add carpet to the sleeping room and sheet vinyl to the water heater closet. Blane's Recommendation: This is a good price.
- h. Change Order #2: \$4,000 savings to delete the attic insulation in the apparatus bays. Blane's Recommendation: This is a fair price for this deduction.
- i. Change Order #3: \$1,563 extra cost to change the existing dryer vent from 26 gauge to 24 gauge. Blane's Recommendation: This is required per the building inspector.
- k. Change Order #4: \$18,241 extra cost to replace the concrete driveway apron. Blane's Recommendation: Wait until the end of the project, because if the extra money is spent on the driveway there might not be enough funds to upgrade to a Metal Roof.

ii. Main Station:

- a. Engineering drawings were found for the Main Station addition but not for original building.
- b. A walkthrough of the Main Station will be scheduled with the Seismic Engineer.

8. Reports Continued:

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

- i. 800 Tower was approved.
- ii. Two Resident Volunteers have resigned from the program but will remain volunteers. Tyler Myers is working on recruiting two more.
- iii. Deputy Chief Hiring Process: The Board needs to contact Jim Mooney to provide input on their desired skills and qualifications.

C. Finance by Financial Manager Carol Norgard.

- i. Consolidated Budget Report.
- ii. Detailed Year to Date Budget Report.
- iii. Check and Direct Deposits for June through July 9, 2019.
- iv. Payroll Reports for June and July.

D. Prevention by Lt. Scott Kline:

- i. Mount Hood RV Village is remodeling their meeting space. Scott advised that their sprinkler system will need to be upgraded. Scott will be advising them on emergency access for their campsites.
- ii. C.E.R.T. is presenting Firewise information this summer at the Hoodland Shopping Center, which is being well received.
- iii. October 12, 2019 is Hoodland Fires' Open House.
- iv. ISO meeting for re-rating in October, after the Government Camp Station is built and sleepers are stationed up there.
- v. Hoping to purchase GIS Pro in the future.
- vi. In August, Kelli is attending the Image Trend Conference in Minnesota.

E. Safety by SFF Kevin Frank:

- i. The next Station inspection will be scheduled in July.

8. Reports Continued:

F. EMS by Lt. Eric Macy.

- i. CPR Program: Received a request from Whispering Woods to provide a CPR Class for their employees. Teaching classes requires a lot of overtime. Goal to get some C.E.R.T. members CPR trained. We need to increase what we are charging for classes.
- ii. Medication Shortages: Amiodarone is back in stock. Dextrose 50% and Sodium Bicarbonate are both still unavailable, but we have a small stockpile. Epi 1:10,000 is unavailable, but we have a good stockpile.
- iii. EMS training taught by A Shift on July 17, 2019.
- iv. Removed members resigned members from State EMS Roster.
- v. ASA Strategic Planning Taskforce discussing ways to improve EMS services in Clackamas County.

G. Training by Fire Chief John Ingrao.

- i. Will advertise for Volunteer Applications in July and August. Planning to start a new training company in the fall. SFF Tyler Myers is helping with recruitment.

H. Union by SFF Joe Schwab.

- i. There is some Union Business under New Business.

I. Volunteers by FF Nick Miller.

- i. Tony Hadeed resigned as the Volunteer President, so Nick Miller is now the Interim Volunteer President.
- ii. Hoodland Fire Picnic is Saturday August 17, 2019.

J. C.E.R.T. by Debra Sinz.

- i. Member Status: 18 Active and 2 on LOA.
- ii. Members volunteers over 532 hours since last month.
- iii. Public Education Ads in the Mountain Times.

8. J. C.E.R.T. Continued:

iv. Firewise Public Education at the Hoodland Shopping Center will go through Labor Day weekend. So far 157 people have come through. 15 volunteer application packets have been handed out.

v. Attended Timberline Rim's 4th of July Celebration and handed out flyers.

vi. Received three CPODs, one for each station.

vii. T.I.P. Graduation is the same night as the August Board Meeting.

K. Support Group by Sally Chester.

i. Helmet Day: Distributed 17 Bike Helmets to local children.

ii. Support Group Garage Sale is Saturday August 10, 2019.

9. Unfinished Business:

A. Strategic Planning Updates.

i. Blane Skowhede provided updates regarding Government Camp Station and the Main Station.

ii. Plans for a Joint Board Meeting with Sandy Fire to discuss future plans.

B. Auditor's Update.

i. Completed the 2015-2016 Audit.

ii. Will start working on the 2016-2017 Audit.

10. New Business:

A. Union Contract, Senate Bill 1049.

i. This new Senate Bill that passed will effect PERS retirement contributions on the employee and employer sides.

10. New Business Continued:

B. Motion to allow the Fire Chief to enter into a contract with Jim Mooney HR Consulting for the Deputy Chief Selection process.

MOTION MADE: By Mary Ellen Fitzgerald to allow Fire Chief Ingrao to enter into a contract with Jim Mooney HR Consulting for the Deputy Chief Selection process.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

C. Motion to Combine Savings accounts 02-XXX6876 and 02-XXX6884 into 02-XXX6876.

MOTION MADE: By Darcy Lais to combine Savings accounts 02-XXX6876 and 02-XXX6884 into 02-XXX6876.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Jacob Rackley wanting to know if there is still a need for two savings accounts. Chief Ingrao explained that the Auditors want a justification if we are going to keep both accounts open.

PASSED: Unanimously.

D. Motion to remove John Pruden and Patrick Buckley and to add Shirley Dueber and Jacob Rackley to HFD's Clackamas County Bank accounts; 02-XXX6876, 02-XXX9375, 02-XXX0969, 02-XXX9529, 02-XXX0014, 02-XXX1160, 02-XXX2226 and 02-XXX3323.

MOTION MADE: By Cliff Fortune to remove John Pruden and Patrick Buckley and to add Shirley Dueber and Jacob Rackley to HFD's Clackamas County Bank accounts; 02-XXX6876, 02-XXX9375, 02-XXX0969, 02-XXX9529, 02-XXX0014, 02-XXX1160, 02-XXX2226 and 02-XXX3323.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

10. New Business Continued:

E. Motion to remove Patrick Buckley from the Local Government Investment Pool accounts 5375 and 3887 and to add a new designated Board Member to the accounts.

MOTION MADE: By Darcy Lais to remove Patrick Buckley from the Local Government Investment Pool accounts 5375 and 3887 and to add Shirley Dueber to the accounts.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

F. Motion to allow the Fire Chief to renew Cascade Centers Employee Assistance Program contract.

MOTION MADE: By Mary Ellen Fitzgerald to allow the Fire Chief to renew Cascade Centers Employee Assistance Program contract.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

G. Schedule July Work Session regarding Deputy Chief Hiring Process.

i. Work Session scheduled for Tuesday July 23, 2019 at 1900.

ii. Jim Mooney will be invited to attend.

H. John Pruden, his Celebration of Life Service will be August 10, 2019 at 11:00 am at the Sandy Community Church. Amanda is working to have Honor Guard at the service. Moment of Silence at 2015.

11. Motion to Pay Bills.

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

12. Board Members Comments.

A. Jacob Rackley refrained from any comments at this time.

B. Cliff Fortune thank you all in the audience for attending this meeting and Jamison great job being at an adult meeting. Welcome to Shirley, Jacob and Mary Ellen and thank you for attending Mic and Linda Eby.

12. Board Member Comments Continued:

C. Mary Ellen Fitzgerald in recalling John Pruden's last visit was very touching and welcome to Shirley and Jacob. Will be on the USFS IMT rotation for fires in August and might miss the August Board meeting.

D. Shirley Dueber is proud to be part of Hoodland Fire and thank you, it will be great working with you again.

E. Darcy Lais welcome to Shirley, Jacob and Mary Ellen. Great Job to the C.E.R.T. group for providing a well-organized Firewise program at the shopping center. Thank you Sally for being the liaison with John's family.

13. Executive Session under ORS 192.660 2(d) conferring with persons designated by the Board to handle labor negotiations and 2(f) to consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:20 PM from regular session.

RECONVENE: 8:28 PM into executive session.

A. Discuss labor negotiations.

B. Discuss communications from legal counsel.

ADJOURN: 8:49 PM from executive session.

RECONVENE: 8:51 PM into regular session.

14. Other New Business.

A. Emergency Vehicle Limited Term Service IGA with Clackamas Fire District #1. Chief Ingrao explained the need for this agreement and why both departments cannot currently make it permanent.

MOTION MADE: By Cliff Fortune to allow the Fire Chief to enter into this agreement with Clackamas Fire District #1.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

B. Board Liaison positions with different groups of the department. Shirley passed the list out to the Board to review. Jacob Rackley will be the Safety Committee liaison, Cliff Fortune the Volunteer's Association liaison, Darcy Lais the Operations liaison, Mary Ellen Fitzgerald the C.E.R.T. liaison and Shirley Dueber the Support Group liaison.

14. Other New Business Continued:

C. Board Lunch scheduled for July 26, 2019. Chief discussed options if a lunch isn't feasible. Darcy, Shirley, Mary Ellen and Jacob all might attend.

15. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 9:06 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant