

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
February 11, 2020

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Darcy Lais, and Cliff Fortune. Staff: Fire Chief John Ingrao, Lt. Scott Kline, Lt. Andy Figini, Lt. Eric Macy, Lt. Phil Burks, FF Dana Waldron, FF Debra Sinz, FF Nick Miller, FF Jaden Markham, Kelli Ewing, Marie Botchie, and Sally Chester. Guests: Kirk Peterson.

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Pledge of Allegiance: Led by Cliff Fortune.

3. Persons to be Heard. None.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday January 14, 2020.

MOTION MADE: By Cliff Fortune to approve the January 14, 2020 Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

VOTE: Passed Unanimously.

5. Communications by Fire Chief John Ingrao.

A. Thank you letter from a patient.

B. Thank you card from a CERT member.

C. Thank you card from a patient.

6. Reports:

A. Blane Skowhede Report by Fire Chief John Ingrao.

i. Blane was unable to attend the Board meeting, but he will be sending an update soon.

ii. Blane will be working on getting the final numbers so that we know how much is left in the account to be able to do the additional improvements.

6. Reports Continued

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

i. Government Camp Station.

a. Working to get everything moved back into the station.

b. Getting PMs completed on apparatus that will be housed at the station.

c. Resident Volunteers getting signed off on the apparatus that will be housed at the station.

d. Determine a date for the Government Camp Station Open House in March 2020. Suggestion to do it on the same date as the "Ski for the Glade Event." March 7, 2020 will be the date of the Government Camp Open House.

ii. C-800 Tower at Brightwood Station.

a. Bright light on top created lots of citizen complaints.

b. The issue was investigated and they were able to dim the light and get it reprogramed to be Red at night and White during the day.

iii. C-800 Generator Contract Change.

a. In the original contract, the Brightwood Station was going to be sharing a generator with the Tower. This did not happen, so C-800 will be purchasing a generator for the Brightwood Station and paying for all of the propane.

iv. Main Station Seismic.

a. Still waiting on the updated Seismic Report that is needed before applying for the Seismic Grant. They still need to determine what can be kept.

v. Deputy Chief Hiring Process.

a. Closing date is February 28, 2020.

b. Received one application so far.

6. B. Chief's Report Continued

vi. Battalion Chief Hiring Process.

- a. BC MOU and Communications from John Watts will be discussed in Executive Session.

vii. Entry Level Firefighter Process.

- a. Still have possibly four on the current hiring list. We need a minimum of three for interviews.
- b. We still need to start a new process to create a new list because the current list will be exhausted.
- c. Board Question Regarding Best Case Timeline:
Option 1: Hire off of the current list: Chief's Interview Mid to End of February, Medical and Psychological Testing Beginning to Mid March, Working End of March.
Option 2: Create and hire off of new list: Advertise during the month of March, Interview and Physical Agility Testing to create list Early April, Chief's Interview Mid April, Medical and Psychological Testing Late April to Early May, Working Mid to End of May.

viii. Temporary Position.

- a. Volunteer FF Dana Waldron got his Paramedic Certification and is working as a Temp on A Shift.
- b. Temps can work up to six months and we can do one extension if needed.

ix. Lieutenant's Test.

- a. Current Internal Lieutenant's List has expired, so we will need to have a ne test to create a new list.
- b. There are no current Lieutenant positions open.

x. ODF – Open Burning.

- a. Open Burning on Welches Road near Birdie Lane. No issues, lots of smoke management.

6. B. Chief's Report Continued

xi. Benevolent Fund.

a. Sally Chester met an elderly couple in need and brought it to the attention of HFD. Chief approved using the Benevolent funds to clean chimney, purchase wood, and handyman services.

b. Board Question Regarding Benevolent Fund Account Balance: Benevolent Fund Account Balance on January 31, 2020 = \$3,477.68.

c. Funds that are donated to the District that are not earmarked for something else are deposited into the Benevolent Fund.

C. Finance by Kelli Ewing.

i. Year to Date Budget Report available, Kelli Ewing will take down your questions.

ii. Local Option Levy Taxes are separated in the Budget Report. The Board requests more information regarding the Levy.

iii. Board Question Regarding Mr. Mooney expenses from Levy or not: Mr. Mooney is being paid out of the Professional Services Line Item 2-019-10 not the Levy.

iv. Board informs staff that less is more with the Budget Reports. Detailed reports can be overwhelming. The Board will let staff know how they would prefer to see the budget documents after the Budget Training Workshops.

D. Prevention by Lt. Scott Kline.

i. Continuing to work on creating an inspection schedule.

ii. Continuing to work on Golden Poles inspections and sign offs.

iii. Government Camp Station Fire Alarm System passed.

iv. New construction plans review for multiple buildings.

v. Avamere in Sandy wanted Hoodland CERT to help with their evacuation plans; this is a fire code issue so they were referred to Sandy Fire.

6. D. Prevention Report Continued

vi. ISO re-rating is on hold until Government Camp Station is occupied.

vii. Performing QA/QI on N.F.I.R.S. Reports on Image Trend.

viii. A.F.G. Grant is now open. Funds can be used for firefighter training, equipment, etc. 95% funded 5% match. We have to apply for things that would match their priorities, because if you don't you will not likely be awarded funds. You also have to be able to sustain the grants.

ix. Amanda Schmitt will be going to N.F.A. to be a grader for the A.F.G. Grant.

E. Safety by Lt. Phil Burks.

i. Safety Chair is still needed.

ii. Safety Minutes and information are always posted on the Safety Board in the Training Room.

iii. There will be another station safety inspection at the end of the month.

iv. Working to encourage members to report minor injuries so we can gather data to identify if there are any reoccurring issues.

F. EMS by Lt. Eric Macy.

i. CPR Instructor Training: Working to coordinate dates to schedule trainings.

ii. No major issues, but medication shortages continue. D-10W is available as a substitute for D-50.

iii. EMS training on February 19, 2020 will be taught by B-Shift.

iv. Clackamas County is working on standardization. We are getting new kits that will match other kits in Clackamas County. Switching to a new EMS charting program. Clackamas County will pay for the system for one year and will provide training. Clackamas County is working with other agencies standardize Cardiac Monitors and do a bulk order.

6. F. EMS Report Continued

v. Three Cardiac Monitors will need to be replaced in 2022-2023 Budget Year.

vi. Board Question regarding projected cost of new cardiac monitors: Guesstimate = \$25,000 - \$30,000/per monitor.

vii. Board Question regarding the new reporting system and Image Trend:
HFD will back off of Image Trend EMS portion to pay for the new system.

G. Training by Lt. Andy Figini.

i. Training Company: Eleven recruits in the Fire Class. Training will be completed by the end of March and the Graduation will be in early April.

ii. Recently submitted documents for D.P.S.S.T. Accreditation.

H. Union.

i. No report.

I. Volunteers by Nick Miller.

i. Still in the process of updating the Volunteer Association Bylaws.

ii. Tony Hadeed was voted in as a Lifetime Member.

iii. Provided Banquet standby coverage for Sandy Fire and Corbett Fire.

iv. Working on plans for the Mentor program for the new recruits.

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

i. Members volunteered 200 hours.

ii. Last drill was PIC training and Search and Rescue.

iii. Members attended TIP Call out and monthly meeting.

iv. Providing an Emergency Preparedness presentation for the Senior Center this month.

6. J. C.E.R.T. Report Continued

v. PPE Grant: Waiting to get supplies ordered.

vi. C.E.R.T. received the Chief's Award and Nora Gambée received the C.E.R.T. of the Year Award at the Awards Banquet.

K. Support Group by Sally Chester.

i. Elizabeth Niemeyer received the Support Group Volunteer of the Year Award at the Awards Banquet.

ii. Provided the Banquet Standby Crew with dinner they could order from Barlow Trail and homemade desserts.

iii. Support Group will help with the Government Camp Open House.

7. Unfinished Business:

A. Jim Mooney HR Consultant Contract.

i. The contract was expired. The amended contract includes the changes to add an additional \$1,500.00 and extends the date to June 30, 2020.

ii. Jim Mooney will develop Deputy Chief Interview Questions, Scoring Guide, and will perform the background/reference checks.

MOTION MADE: By Darcy Lais to approve the changes to Jim Mooney's contract.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

iii. Hoodland Fire will send Jim Mooney the signed contract and get his signature.

8. New Business:

A. Approve the 2020-2021 Budget Calendar.

i. The calendar includes the required legal notices.

MOTION MADE: By Darcy Lais to approve the 2020-2021 Budget Calendar.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

8. New Business Continued

B. Motion to appoint a Budget Officer.

- i. The Fire Chief is usually the Budget Officer.

MOTION MADE: By Cliff Fortune to appoint Chief John Ingrao as the Budget Officer.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

C. Budget Workshop Dates February 15 and March 14, 2020 from 2-4 PM.

- i. After attending the workshops, the Board should let Chief Ingrao know if they would like any changes to the budget or package organization before proceeding with the new budget.

- ii. Board Members and Budget Committee members were asked which days worked better, Saturdays had the most votes.

- iii. Come if you can to learn more about the budget and get your budget questions answered.

D. Battalion Chief/Deputy Chief MOU.

- i. The Board requested an MOU from Gary Burton, IAFF regarding the Battalion Chief/Fire Marshal position in the Union.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Chief Ingrao to sign the MOU dated February 11, 2020.

2ND: By Darcy Lais.

DISCUSSION: None.

VOTE: Passed Unanimously.

- ii. Details regarding the Battalion Chief position will be discussed in Executive Session.

E. C-800 Tower Contract.

- i. There will be an amended contract regarding the changes with the generator.

- ii. Modified Rent Amortization reflecting the generator change.

8. E. C-800 Tower Contract Continued

- iii. Board Questions regarding Crutcher's Bench Tower and coverage up Lolo Pass Road:
No 800 Radio coverage past Michigan Ave/Lolo Pass Road. The towers have to work together in loops. Chief Ingrao will ask C-800 for an ETA.

F. First Reading of the changes to Policy 514: Discrimination and Harassment Free Workplace.

- i. Lots of changes were made per the Board's request. Mr. Watts approved the changes to the Policy.
- ii. S.D.A.O. recommended having their policy included.
- iii. The policy doesn't mention fraternization. This may belong in a different policy once the inter-agency relationship guidelines are established. We will need to ask Mr. Watts if additional policies are needed to address issues.
- iv. Board requests to add ORS titles to the referenced numbers.
- v. Harassment training videos are available to members through S.D.A.O.
- vi. Board requests to insert organization name and fill in the S.D.A.O. form included with the policy.

MOTION MADE: By Cliff Fortune to approve the first reading of Policy 514: Discrimination and Harassment Free Workplace with the following changes: V. Authority add the titles to the ORS numbers and insert organization name and fill in S.D.A.O. form.

2ND: By Shirley Dueber.

DISCUSSION: The changes may or may not require a second first reading? We will confer with Mr. Watts.

VOTE: Passed Unanimously.

G. Board Questions regarding Local Option Levy:

The Board would like copies of the Levy documents. The Board would like a communication plan regarding communication to the public regarding our progress.

8. New Business Continued

H. Board Question regarding Chief Support:

The Board would like to remove some of the weight and offer additional support to Chief Ingrao. We can hire a part time person to help with a project for a specific time. We hired Mr. Mooney to help with the Deputy Chief hiring process. Chief Ingrao will think about it and get back to the Board. We could hire an Employee Relations Attorney because personnel issues take up a lot of time.

I. Board Question regarding Pay Equity:

Currently working on to update the Job Description Policies so that new guidelines are met. Job Duties cannot overlap so much that someone is doing the job of someone else. Pay scales paths and leave accrual need to be detailed and obtainable for all.

9. Motion to Pay Bills:

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Shirley Dueber and Cliff Fortune declared their potential conflicts of interest with them receiving checks for S.D.A.O. Conference meals and mileage reimbursement.

VOTE: Passed Unanimously.

10. Board Members Comments.

A. Shirley Dueber – Thanks for sending the Board Members to the S.D.A.O. Conference it was very enlightening with lots of information.

B. Darcy Lais – Thank you Dana Waldron for stepping into the Temporary position. Thank you to everyone involved in the Awards Banquet, you did an awesome job. MCs Pat McAbery and Scott Kline did a fantastic job!

C. Mary Ellen Fitzgerald – S.D.A.O. Conference had a wide variety of Special Districts so it was great to network. We should nominate people for some of the S.D.A.O. Awards next year. S.D.A.O. Audit will include interviews with members. Unsure if interviews will be confidential, we will need to check on this.

D. Cliff Fortune – Congratulations to all of the award winners. Dana Waldron thanks for stepping up. Amanda thank you for going to N.F.A. to help with the Grant Review. CERT group really deserved to be awarded for their efforts. Thanks for sending us to the S.D.A.O. Conference. Employees and Volunteers can take advantage of the Employee Assistance Program.

11. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:40 PM from Regular Session.

RECONVENE: 8:47 PM into Executive Session.

A. Discussion regarding Battalion Chief Memorandum Of Understanding.

ADJOURN: 9:00 PM from Executive Session.

RECONVENE: 9:01 PM into Regular Session.

12. Other New Business. None.

13. Adjournment.

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

2ND: By Cliff Fortune.

ADJOURNMENT: Meeting adjourned at 9:02 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant