

**HOODLAND FIRE DISTRICT #74  
BOARD MEETING MINUTES  
December 12, 2017**

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, Darcy Lais, and Ron Partlow. Staff: Fire Chief John Ingrao, Financial Manager Carol Norgard, Lt. Scott Kline, Lt. Phil Burks, Lt. Andy Figini, SFF Tyler Myers, Nick Miller, Cris Crislip, Matt Garcia, Melinda Revere, Sally Chester, Corey Marlowe, Gary Brandt, and Debra Sinz. Guests: Blane Skowhede, Richard Meeboer, and Figini Family.

1. Call to order: By Pat Buckley at 7:00 PM.
  2. Pledge of allegiance led by John Pruden.
  4. Swearing in ceremony.
    - A. Lieutenant/Paramedic Andrew Figini.
  3. Persons to be heard.
    - A. Richard Meeboer of Tower Point.
      - i. Discussed how they can assist HFD with the Cell Tower and how they can handle negotiations to create more revenue opportunities.
      - ii. Can get a lump sum amounts or monthly payments, there are lots of different options to consider.
  5. Approval of the Minutes.
    - A. Board Meeting Minutes Tuesday November 14, 2017.
- MOTION MADE: By Cliff Fortune to approve the November 14, 2017 Board Meeting Minutes.
- 2ND: By John Pruden.
- DISCUSSION: None.
- PASSED: Unanimously.
6. Communications.
    - A. Blessing of the First Responders from Hoodland Lutheran Church.
    - B. Eugene Hessler's Obituary and request for donations to HFD.
      - i. Any donations could go into starting of the Benevolent Fund.

C. National Incident Management System (NIMS) Compliance Form.

- i. Document verifies that we are compliant and will help us when applying for grants.

7. Reports:

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

- i. Tally: 2017 YTD is 911. We are up 76 Calls from last year. 64 calls in the month of November. The calls breakdown to 4 Fires, 44 Rescue & EMS, 4 Hazardous Condition, 3 Service Calls, 8 Good Intent Calls, and 1 False Alarms.
- ii. This will be the first quarter for using the Points System.
- iii. By limiting the response checks to \$10,000 per quarter we can now have some extra money to budget for a Resident Volunteer Program.
- iv. Last weekend we offered at prerequisite course for the Engine Boss Class for Wildland Conflags. Mark Crain is teaching the class for free.
- v. Brian Henrichs and Luke Fortune were offered conditional employment offers. Luke Fortune decided to take another job offer at Lake Oswego. We offered a conditional employment offer to Matthew Nicholson from Milton Freewater in Eastern Oregon.

B. Safety Committee Report by Fire Chief Ingrao.

- i. Issues have been addressed and new Ice Mats have been purchased.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Inspections have been light because of the holidays.
- ii. Will start doing electronic inspections with Image Trend starting in January 2018.
- iii. Reviewing Government Camp Station Plans. Will be purchasing secure lock sets for the remodeled station.
- iv. Fire Marshal's Office is continuing to fight the Building Codes Division that is trying to include Fire Code within the Building Code to eliminate Fire Marshal's input.
- v. ISO requests have been light.
- vi. Just renewed GIS Program for another year.

D. I.A.F.F. 1660 Union Report by Fire Chief John Ingrao.

- i. Amanda Schmitt is working as a temporary Firefighter. She is certified on all of the engines and is still working on the Water Tenders.

E. Volunteers Report by President Nick Miller.

- i. Engine Boss Prerequisite Class went well. There is another class in January and they will have task books to complete.
- ii. Volunteers are signing up for Banquet Standbys for neighboring districts.
- iii. Getting in lots of volunteer applications in. Saturday Dec. 16<sup>th</sup> will be interviews and physical agility testing.
- iv. Saturday Dec. 16<sup>th</sup> is also the Support Group Christmas Party and Operation Santa to bring Santa to Government Camp Tree lighting.
- v. Got the points totals. Lots of volunteers working shifts, especially the new volunteers.
- vi. Going to start letting volunteers doing more patient care with the Paramedics supervising.
- vii. VBM is this Wednesday. We will soon find out the results of the Volunteer Board Election. We are going to start doing the meetings at 6pm starting in January 2018. Pizza Party is tomorrow at Ivy Bear. Support Group and C.E.R.T were invited to join the Volunteer's Association.
- viii. Matthew Garcia is almost finished with his EMT Basic.

F. C.E.R.T. Group by Debra Sinz and Sally Chester.

- i. Cris Crislip has stepped down as C.E.R.T. Team Leader.
- ii. Debra Sinz and Sally Chester will now be Co-Team Leaders.
- iii. Our goal is to continue to have C.E.R.T. be more involved with the Fire Department and do joint drills with the staff and volunteers. We also want to continue recruiting.
- iv. Team got new uniforms.
- v. Recent trainings include Joint Winter Operations Chaining Drill, CPR Recert, and a Medical Drill.
- vi. Applied for a grant to get new PPE.
- vii. Active members were invited to the Mt. Hood Chamber's Volunteer Breakfast.
- viii. Tracking man hours for members.
- ix. Thinking about doing the next C.E.R.T. Basic Class in July 2018.

G. Special Rescue by Chief Ingrao.

- i. We are getting a back-up alarm on the ATV because of Safety Committee's Recommendation.
- ii. We are upgrading some of our water rescue equipment.
- iii. We recently had a moderate high angle rescue call. Our certified Rope Rescue Technicians constructed a rope system to rescue two people that their car went over an embankment.

8. Unfinished Business.

A. Strategic Planning.

- i. Blane Skowhede – Government Camp Station Update.
  - a. RFQ submittal process closed and we got two applications that will be reviewed before the next board meeting.
  - b. We have a contract to inspect and test the building for hazardous materials. If there are hazardous materials, they will have to be removed before work can begin.
  - c. The plans have been submitted to the county for their review. It will probably take about 8 weeks.
- ii. Main Station - Still gathering information.

B. Addendum to Chief Ingrao's Contract.

- i. The Life Insurance Policy needs to be changed to \$50,000 instead of \$75,000.

MOTION MADE: By John Pruden to reduce the Life Insurance to \$50,000.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

9. New Business.

A. HFD Christmas Party is December 16th from 2:00 – 3:30pm.

B. 2017 Awards Banquet is on January 27, 2018. There is no theme.

C. Appoint 2018-2019 Budget Officer and Review Budget Calendar.

MOTION MADE: By Darcy Lais to appoint Chief Ingrao the 2018-2019 Budget Officer.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

D. Resolution 2017-04 Transferring Funds.

- i. The Eclipse Cost Totals for food, overtime, etc. ended up being \$37,000.

MOTION MADE: By John Pruden to approve Resolution 2017-04.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

E. First Reading of Policy #517.

MOTION MADE: By Cliff Fortune to approve the first reading of changes to Policy #517.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

F. Benevolent Fund.

- i. Incoming donations could go into a Benevolent Fund to help members of the community in need.

MOTION MADE: By Ron Partlow to establish a Benevolent Fund at Clackamas County Bank.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- ii. Fire Chief John Ingrao and Board Members Cliff Fortune, Ron Partlow, Darcy Lais, Pat Buckley, and John Pruden will be the authorized signers on the account.

G. Resolution 2017-05: Initiating authority to transfer and increase appropriation of funds for the building reserve fund within the 2017-2018 operating budget.

MOTION MADE: By Cliff Fortune to approve Resolution 2017-05.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Motion to pay the bills.

MOTION MADE: By John Pruden to pay all the bills as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Member Comments.

- A. Darcy – Good news to hear from Nick about all of the members of the community interested in becoming volunteers.

- B. Ron – I think that the benevolent fund is a really good idea because it will help the community.

C. Cliff – Thank you to everyone especially Matt Garcia, Tyler Myers, Amanda Schmitt, Nick Miller, and volunteer officers.

D. John – Went to recent C.E.R.T Training and saw how well Deb and Sally are stepping up to fill the Team Leader Role. They are bringing in some new ideas.

E. Pat – Agrees with others and is happy with the positive direction that the Department is moving in.

12. Executive Session in accordance with ORS 192.660 2(f) to consider confidential documents exempt from public inspection, including communications from legal counsel and 2(i) for the evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 8:21 PM from regular session.

RECONVENE: 8:40 PM into executive session.

A. Conversations with legal counsel to the Board about the Cell Tower.

B. Discussed employee issue.

ADJORN: 9:40 PM from executive session.

RECONVENE: 9:43 PM into regular session.

13. Other New Business.

A. SDAO Conference is coming up. Let Carol know if you are going.

B. Schedule Work Session in January 2018.

i. Work Session will be Saturday January 27, 2018 from 9:00 to 12:00 PM. This is the same day as the Awards Banquet.

14. Adjournment.

A. Meeting adjourned by Pat Buckley at 9:45 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant