

HOODLAND FIRE DISTRICT #74
BOARD WORK SESSION MEETING MINUTES
NOVEMBER 3, 2022

Board Members: Nora Gамbee, Shirley Dueber, and Mary Ellen Fitzgerald, and Jacob Rackley (Zoom) [Shirley Dueber (Absent)].

Staff: Jim Price; Fire Chief and Kelli Ewing; Administrative Assistant.

Guests: None.

1. Call to Order: By Nora Gамbee at 7:02 PM

2. Roll Call

3. Pledge of Allegiance: Led by Nora Gамbee

4. Work Session Topics

A. Strategic Plan Update: Critical Issues

i. Financial Planning

a. Will be updating another 3-year Budget Plan in November 2022 with new COLA predictions.

b. Restructured the Reserve funds and a capital and apparatus replacement plan is in place pending a final resolution of C800.

c. Long term funding – still dependent on Levy. Plans to put a Levy renewal on the November 2023 Ballot and communicate with the public in advance. Timeline with steps will be provided to the Board in May 2023. Applying for an Oregon Fire Service Capacity Program Grant to provide some funding for 2 firefighters and 1 prevention person for three years at 90%, 75%, and 50%. A letter of support is needed from the Board.

d. Technology Replacement – Updated IT agreement with POA. We have upgraded to the cloud with Office 365, upgraded the phone system to VOIP with a call tree and voicemail to email, and continuing to upgrade the computers as needed.

4. A. i. Continued

e. Seeking Funding Opportunities – Awarded Grants include AFG for SCBAs, ODF for PPE, WUI for fuels reduction in Government Camp, and OSFM for Wildfire Staffing. Continuing to apply for grants for staffing and apparatus replacement. Amendment is needed for the AFG-SCBA Grant because we purchased one less pack than was awarded due to increased costs.

ii. Communications

a. Calendar – Completed and revised as needed.

b. External Communication - Keeping the community informed through Facebook, HFD's Website, and Mt. Times articles. Continuing to attend community group meetings.

c. Internal Communications – Communication with members is mostly through email and Active 911 App. New Office365 program allows users access via email app on their cell phones.

d. Community Communications - The community is encouraged to sign up for emergency notifications through Clackamas County's Public Alert System.

iii. Response from all Stations

a. Station 351 Living Quarters – Converting offices to bedrooms by adding escape windows and partial walls. Contacting local contractors.

b. On-Shift Volunteers – In the process of developing a student program.

c. Government Camp Resident Program – Completed. Had three volunteer residents, but now two have moved out. Future students will be living at the station.

d. Brightwood Station Volunteers – Still a work in progress.

4. A. Continued

iv. Volunteer Recruitment and Retention

- a. Staffing numbers for in-district and on-shift volunteer firefighters – Continuing to check in with volunteers on how morale can be improved. Considering re-instating Board Lunches. Tried starting a mentor program with the Volunteer Officers, but this was unsuccessful. This summer Volunteers were able to sign up for shifts and get paid through the OSFM Wildfire Staffing Grant. Volunteers felt unwelcome during COVID when they were told they couldn't come to the station to hang out.

Board Suggestion: Have the Paid Staff attend Sensitivity Training and then become mentors to the Volunteers.

Board Suggestion: The Paid Staff should call the volunteers and invite them to come in and say, "we need you; we don't have anyone on the next shift."

- b. Implement Targeted Recruitment Plan – Still a work in progress.

- c. Implement Volunteer Officer/Leader goals and qualifications – Still a work in progress.

Board Suggestion: Reinstate volunteer companies and volunteer command structure to be able to check in on our volunteers.

Board Suggestion: Have social events like Movie Nights and spontaneous hands-on training, make it a place that volunteers want to come.

- d. Volunteer & Career Staff Recognition and Awards – Awards Picnic was held in September 2022 to make up for cancelled Awards Banquets due to COVID restrictions. Awards Banquet planned for Spring 2023. Years of Service recognition will be at the Banquet. This was delayed due to time constraints and fiscal concerns in the SOG. The SOG has budgetary impacts and should be a policy approved by the Board.

v. Improved Community Outreach

- a. Implement Public Education Programs - In process.

4. A. v. Continued

- b. Conduct Community First Aid – CPR classes are held as budget allows because the active instructors are paid staff and are paid overtime to teach classes.
 - c. Implement In-House Public Relations Events – Participated in COVID-19 Vaccination Clinics and scheduled an Open House for May 2023 which will focus on Wildfire Awareness.
 - d. Participation in Community Events – Spook Alley, CPO Meetings, Chamber Meetings, 4th of July Parade, etc.
- vi. Fire Prevention and Risk Reduction Program
- a. Implement Company Inspection Program – Company Inspector Class scheduled for December 2023 - all three Shifts will be attending this training.
 - b. Implement Pre-Fire Plans – waiting until after the Company Inspector Class is completed. Considering purchasing a computer program to help draw the commercial buildings that will be able to be downloaded into Interra to use on the MDCs.
 - c. Implement Fire Hydrant Maintenance and Flow Testing Program – Hydrant information is being tracked and DC Scott Kline keeps in contact with local water districts. Hydrants are also mapped with the MDCs.
 - d. Support Firewise Program - Government Camp Firewise Grant is in process. Hired Simon Burke to do the chipping in Government Camp.
 - e. Youth Forest Clean-up Program – Meeting with the Ant Farm to help them understand Firewise Requirements for fuels work.
- vii. Updating Policies and SOGs
- a. Policy updates are completed and will continue to update or create new ones as needed. Policies should be reviewed by the Board annually. Awards SOG needs to be a Policy with Board approval, volunteer input is also needed.

4. A. vii. Continued

b. SOG updates are in process.

viii. Comprehensive Training Program

a. Six-month Fire & EMS plans have been developed. Working to increase drill participation. Lt. Evan Jarvis is the new Training Officer.

ix. Update Standards of Cover – In process. This is a document that shows the public what we can and can't do.

x. Comprehensive Safety Program - In process. Safety Meetings have been moved to increase participation. OSHA consultation recommendations are being acted on. Minutes are being provided to the Board.

xi. Board Calendar of Events – Completed and updated as needed. Will add Annual Policy Review and Annual Strategic Plan Review to the calendar.

B. SDAO Assessment Update: Recommendations and Actions

i. (8) Policy and SOG Updates - Policy updates are complete and will be updated as needed. Starting work on updating SOGs.

ii. (9) Enforcement of Policies and SOGs – Policies and SOGs are enforced. Working on updating and eliminating Policies and SOGs as needed.

Board Discussion: Firefighters should wear Class B uniforms all the time to look professional. This community may not be comfortable with Firefighters always in Class B uniforms because they look more like cops. Firefighters should look clean and professional but should only need to wear Class B uniforms to Community Meetings and Inspections.

iii. (16) Standards of Cover – In process.

iv. (23) Crew Quarters – In process. Switching to converting offices to bedrooms.

v. (39) Prioritize Training – Lt. Evan Jarvis is the new Training Officer.

vi. (40) Training Committee – Lack of participation with the Volunteers.

4. B. Continued

- vii. (43) Develop Training Policies, Goals, and Objectives – Continuing a 6-month Training Plan. Working with DC Brian Henrichs and Lt. Evan Jarvis. Planning to draw a hard line with the training and fix it going forward.
- viii. (44) Skill Testing for Combat Members – In process.
- ix. (45) Create a training manual – In process.
- x. (47) Detailed lesson plans for instructors – In process. Training plans are available on Target Solutions, we can create some, and we have some. Might need to purchase a few lesson plans.
- xi. (49) Create a Master plan for training facilities – Will be included in new station plans. Would like to get rid of fire trailer and purchase a burn box.
- xii. (52) Officer Training – Two career staff attended Fire Officer training recently. Volunteers can also attend Fire Officer Training if they are interested.
- xiii. (59) Safety Officer Training – In process.
- xiv. (61) Consistent Training – In process.
- xv. (62) Safety Compliance Officer & Training – DC Brian Henrichs is in charge of the Safety Committee. Training is still in process.
- xvi. SDAO Assessment was originally conducted so the Board could learn what was going on and understand the issues. There is still a lot of member emotional trauma due to psychological damage from the previous Fire Chief.

Board Suggestion: Change the language in the policy that requires all matters to go through the Fire Chief. The Board should acknowledge this and let them know that members should not be afraid to talk to the Board.

C. Fire Chief Goals - Tabled until the November 8, 2022 Board Meeting.

D. Clackamas 800 Radio Group Update - Tabled until the November 8, 2022 Board Meeting.

4. Continued

E. Clackamas County Dorman Center Property

- i. Reluctance on behalf of the Clackamas County Commissioners, we need to show them that we are serious and have been saving for a new station. We have at least \$700,000.00 saved.
- ii. DC Scott Kline will be able to provide an update at the November 8, 2022 Board Meeting.
- iii. The Dorman Center Planning Committee needs to have better communication with DC Scott Kline to stay in the loop. The committee should be working to identify the next steps. Locate previous topographical survey and geo tech. Consider land management issues in the interim: security, squatters, illegal dumping, etc. Consider if we will still allow the Bus System to use the property. Learn how much of the property is buildable. Learn about the agreement with the Water Company. Learn about the building/vault toilet and removal. Locate all county records regarding the land and find out if there are any RDA (Restricted Development Areas). Invite Murph (Chairman of the Clackamas County Citizen Planning Committee) to the Dorman Planning Committee Meetings. Asking these questions shows the Commissioners that we are serious.

5. Additional Topics. None.

6. Adjournment by Nora Gambee at 10:15 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Administrative Assistant