

**HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
October 10, 2017**

Those Present: Board Members: Pat Buckley, John Pruden, Darcy Lais, and Ron Partlow. Staff: Fire Chief John Ingrao, Financial Manager Carol Norgard, Lt. Scott Kline, Lt. Eric Macy, SFF Joe Schwab, SFF Evan Jarvis, Nick Miller, Cris Crislip, Susan Mikolasy, Sally Chester, Corey Marlowe, Gary Brandt, and Debra Sinz. Guests: Blane Skowhede.

1. Call to order: By Pat Buckley at 7:00 PM.

2. Pledge of allegiance led by Ron Partlow.

3. Persons to be heard.

A. Blane Skowhede with Keystone Architecture.

i. Government Camp Station Foundation Project is complete.

ii. Government Camp Station Remodel process is underway.

iii. Main Station evaluation beginning stages.

4. Approval of the Minutes.

A. Board Meeting Minutes Tuesday September 12, 2017.

MOTION MADE: By John Pruden to approve the September 12, 2017 Board Meeting Minutes.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

B. Board Meeting Minutes Saturday September 23, 2017.

MOTION MADE: By John Pruden to approve the September 23, 2017 Board Meeting Minutes.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications.

A. Thank you card.

B. Thank you letter and drawings of The Vista House.

C. Thank you email from OSFM.

5. Continued.

D. Letter to AMR terminating the lease.

E. Special District Insurance Discount Confirmation.

6. Reports:

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

- i. Tally: 2017 YTD is 758. We are up 49 Calls from last year. 101 calls in the month of September. The calls breakdown to 2 Fires, 50 Rescue & EMS, 19 Service Calls, 23 Good Intent Calls, and 7 False Alarms.
- ii. Will go live with 800 Radios on November 1, 2017. Getting more radios and providing training for staff and volunteers this month.
- iii. Reminder Open House is October 14th.
- iv. Cell Tower representative will come to the November Board Meeting.
- v. Sent a survey out to Board Members and Sandy Fire Board Members regarding the Joint Board Meet & Greet here.

B. Safety Committee Report by Fire Chief Ingrao.

- i. Susan went to a symposium on cancer reduction and brought back a lot of information. We will try to make changes as we are able to.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Thursdays are now "Fire Inspection Day." Focusing on Government before Winter. Recently completed inspections for the Huckleberry Inn, Summit Chevron, and Govy Store.
- ii. No new construction plans.
- iii. Open House is Saturday October 14th.
- iv. Nick Miller and volunteers are coming in to do a work detail to clean up the station on October 11th for the upcoming Open House.
- v. No fire investigations.
- vi. A few ISO requests.
- vii. Taking some online classes in GIS Earth Imagery and Geographic Applications.
- viii. Working on creating an ISO map that we can put on the website for insurance companies.
- ix. In the process of taking photos and creating ID cards.
- x. Still working on Image Trend. Go live date is November 1, 2017.
- xi. Working on a fee process if we have to do multiple re-inspections.
- xii. Mentoring Amanda Schmitt and Kevin Frank who are interested in learning more about fire inspections.

6. Continued.

D. I.A.F.F. 1660 Union Report by SFF Joe Schwab.

- i. Union staff is working overtime to cover all of the vacant shifts.

E. Volunteers Report by President Nick Miller.

- i. Station Clean up from 1 – 5pm tomorrow. Hoping to get lots of volunteers.
- ii. Extrication drills tomorrow to practice for Open House.
- iii. Volunteers helping Shirley out with Spook Alley.
- iv. Andy is going to meet with the volunteers to discuss their Training Goals.
- v. Excited to start getting new volunteer applications and start a new Training Company in 2018.

F. CERT Group by Cris Crislip.

- i. First CERT Committee Meeting and got a lot accomplished.
- ii. Doing lots of training and there is good participation.
- iii. Committee assignments went out.
- iv. Will have CERT Trailer at the Open House.
- v. Getting new Hoodland CERT clothing.

7. Unfinished Business.

A. Open House is Saturday October 14th from 10 – 3pm.

B. Board Lunch Friday October 27th – Cancelled Board at Conference.

C. Spook Alley October 31st 6:30 – 8:30pm.

D. Strategic Planning.

- i. Letter from John Watts that we need to advise BOLI of our Government Camp Station Renovation Project.

E. Safer Grant Update.

- i. Safer Grant Approval to change dates to 1/1/2018 to 12/31/2020 to have the new employees to start in the beginning of the calendar year.
- ii. Sent a letter to request to withdraw of the Volunteer Retention Grant. We got declined, so we can apply again at a later date.

8. New Business.

A. First reading to revise Policy #205.

MOTION MADE: By Darcy Lais to approve the changes to Policy #205.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. First reading to revise Policy #518.

MOTION MADE: By Ron Partlow to approve the changes to Policy #518.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

C. 2016-2017 Inventory of assets over \$2500 is complete.

D. Strategic Planning Updates – Strategic Goals updated according to the work session discussion.

MOTION MADE: By Darcy Lais to accept the changes for the Strategic Goal and Objectives.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

E. Cell Tower Request – will discuss in executive session.

F. Appoint Board Liaisons.

i. John Pruden liaison for CERT.

ii. Ron Partlow liaison for Safety Committee.

iii. Need to get a list of the other groups that need Board Liaisons.

9. Motion to pay the bills.

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

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Member Comments.

A. John – Impressed with the professionalism and the “can do” attitude of the staff. The positive attitude encourages the CERT team and the other volunteers to be more involved.

B. Darcy – Agree with John and likes seeing the increased volunteer participation. Everyone is working towards a common goal.

C. Ron – It is great to be part of a committee. By observing you can learn a lot about how the process works.

D. Pat – It is great to have the Board Members be involved. Micromanaging is not needed, it is just good to be involved.

11. 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) evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 7:52 PM from regular session.

RECONVENE: 8:06 into executive session.

A. Discussed Chief’s contract.

B. Discussed employee issue.

C. Attorney communications.

ADJORN: 8:57 PM from executive session.

RECONVENE: 8:58 PM into regular session.

12. Other New Business.

A. Cell Tower Contract.

MOTION MADE: By Darcy Lais for Chief to enter into negotiations for the Cell Tower Contract.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

12. Continued.

B. Chief Ingrao's Letter of Intent.

MOTION MADE: By Darcy Lais to accept the Chief's Letter of Intent regarding his contract.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

C. Need Carol to contact attorney John Watt's to create a new contract for Chief Ingrao.

MOTION MADE: By Darcy Lais to have Carol contact attorney John Watts to create a new contract for Chief Ingrao.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

13. Adjournment.

A. Meeting adjourned by Pat Buckley at 9:01 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant