

**HOODLAND FIRE DISTRICT #74**  
**BOARD WORK SESSION MEETING MINUTES**  
**JULY 28, 2022**

**Board Members:** Nora Gambée, Cliff Fortune, and Mary Ellen Fitzgerald [Shirley Dueber (Absent) and Jacob Rackley (Absent)]. Three voting members in attendance.

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

**Guests:** None.

1. Call to Order: By Cliff Fortune at 9:05 AM

2. Pledge of Allegiance: Led by Kelli Ewing

3. Roll Call

4. Work Session Topics

A. Strategic Plan Update: Critical Issues

i. Financial Planning

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

b. Restructured the Reserve funds and a capital and apparatus replacement plan is in place.

c. Long term funding – still dependent on Levy. Plans to put a Levy renewal on the ballot in a November election and communicate with the public in advance.

d. Technology Replacement – POA is still our IT Vendor. We have upgraded to the cloud and are in the process of upgrading the phone system and the computers as needed.

e. Received several grants and are continuing to apply for more.

4. A. Continued

ii. Communications

- a. Developed a calendar, and it is revised as needed.
- b. Keeping the community informed through Facebook, HFD's Website, and Mt. Times articles. Continuing to attend community group meetings.
- c. Internal communications are mostly through email. Starting monthly staff meetings in August.
- d. We encourage the community to sign up for emergency notifications through Clackamas County's Public Alert System.

iii. Response from all Stations

- a. Two Government Camp residents have obtained full time jobs and will be moving out. Will be connecting with other volunteers who are interested in the Resident Volunteer opportunity. Continuing to get a good response out of the Government Camp Station.

Board Suggestion: Reach out to USFS Seasonals to see if they would like to live at the Government Camp Station and respond in the off season.

- b. Pivoting plans from a mobile residential building to an office building. We will then remodel the offices into bedrooms.

- c. Response out of the Brightwood Station is still an issue. There are continued issues with the sewer and water systems. The station is on a shared water system and the sewer is a holding tank because of the high-water table. If the infrastructure was repaired it might be possibility to add a living area for resident volunteers.

Board Suggestion: Repair the toilet to prevent the water running and disrupting the neighbor's water supply.

Board Suggestion: Consider options such as an above ground Sewer system to improve the sewer system.

4. A. Continued

iv. Volunteer Recruitment and Retention

a. Working to increase volunteer participation by asking them what would they like to see? Working to plan some exciting hands-on training drills.

b. In the process of developing a Student Program with clear guidelines.

c. Applied for a SAFER Grant for a Recruitment and Retention Position.

d. Recognition and Awards Picnic is planned for September.

v. Improved Community Outreach

a. Fulfilling requests as we can for community outreach for CPR, Fire Extinguisher Training, Fire Station Tours, Presentations, etc.

Board Suggestion: Ask ODF to do a community presentation on the Wildfire Risk assessment levels.

b. Planning an Open House for October.

c. Continuing to participate in community events including Tim Rim 4<sup>th</sup> of July Parade, Spook Alley, etc.

vi. Fire Prevention and Risk Reduction Program

a. Company Inspector Class in process.

b. Pre-Fire Plans is in process.

c. Hydrant information has been entered and is being utilized for mapping.

d. Government Camp Firewise Grant is in process. Funds were budgeted for Community Firewise Assistance.

e. Unable to reinstate a Youth Forest Clean-up Program, there is no more funding available.

4. A. Continued

vii. Updating Policies and SOGs

a. Policy updates are almost complete.

b. SOG updates are in process.

viii. Comprehensive Training Program

a. Six-month Fire & EMS plans have been developed. Working to increase drill participation.

ix. Update Standards of Cover – In Process.

x. Comprehensive Safety Program

a. Safety Meetings moved to increase participation. OSHA consultation recommendations are being acted on. Minutes are being provided to the Board.

Board Suggestion: Add Facilities Development to the Strategic Plan.

MOTION MADE: By Mary Ellen Fitzgerald to amend the Strategic Plan to add a Facilities Management Plan that addresses the management of potential land acquisition on Salmon River Road, new office building at the Main Station, sleeping quarters at the main station, and septic issue at the Brightwood Station.

2ND: By Nora Gambee

DISCUSSION: None.

VOTE: Motion Passed: 3 Ayes and 2 Absent. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Jacob Rackley (Absent) and Shirley Dueber (Absent)]

B. SDAO Assessment Update

i. Policy updates almost complete. Starting work on updating SOGs.

ii. Updating Standards of Cover is still in process.

iii. Crew Quarters – plans have shifted to move crew quarters inside and move offices to an exterior building.

4. B. Continued

iv. Student Firefighter program has been budgeted for and is in process.

v. Training – considering partnering with Estacada Fire. Will be getting a Training Committee together for planning and organizing.

vi. Volunteers:

a. COVID-19 restrictions have really impacted volunteer attendance. Even though restrictions have eased, we are struggling to get them back and motivated.

Board Suggestion: Plan a “Breakfast with the Chief” event to interact with the Volunteers informally.

Board Suggestion: Board Members can contact inactive volunteers to help re-engage them. Board Members could also host a Meet & Greet Breakfast.

Board Concern: Volunteers do not feel included or appreciated. There is a divide between Career vs Volunteers and volunteers don't feel welcome.

Board Suggestion: CERT Members could take a training class to get certified to perform Firewise Home Assessments.

b. The Board will be provided with contact information for the Volunteers who are inactive/minimally active so they can reach out to them to see if there is anything HFD can do.

c. Volunteer Association President and Vice President are both moving on to other positions.

C. Fire Chief Goals

i. The Board will review and table this until September.

4. Continued

D. Clackamas 800 Radio Group – Radio Purchase Costs

i. Anticipated Overruns

a. Total overruns are \$4,090,761.00 which are spread out among C-800 agency partners. The amounts are based on the number of subscriber radios.

b. Hoodland Fire's share is \$140,273.30, which is subject to change. The overrun amount would be reduced if C-800 is able to sell some of the old system and/or if funds are made available through the State Legislature.

ii. Hoodland Fire Costs

a. Billed \$62,505.00 for Station Alerting. Waiting on confirmation on if this should be covered under the rental offset for the Communications Tower.

b. Billed \$183,364.00 for radios. Received confirmation from C-800 that HFD approved the order.

iii. Background on move from VHF to 800.

a. FY 2018-2019 it was identified that we needed 41 portables and 11 mobiles. These radios were budgeted for \$80,000 in FY 2018-2019. The plan was to pay for half in FY 2018-2019 and half in FY 2019-2020. The \$80,000 was never spent in FY 2018-2019 and the other half (\$80,000) was not budgeted in FY 2019-2020.

b. The Communications Tower rental offset allowed for the purchase of additional radios: portables, mobiles, Station Alerting, vehicle chargers, bank chargers, etc. The Board approved the Communications Tower Contract, but there is no record that the Board authorized the Fire Chief to make that large of a radio purchase.

c. There was confusion that the Communications Tower rental offset would cover all the radio costs and not just the additional radio costs.

4. D. iii. Continued

d. Hoodland Fire budgeted \$94,000 for FY 2022-2023 and will plan to include funds in the FY 2023-2024 budget to cover the C-800 costs. There are also radio financing options through Motorola.

Board Suggestion: Sell radios to get the funds for the radios and reduce our yearly subscriber radio costs. Fire Chief Price will see if there is any interest in ten radios and will bring surplus options to the Board.

Board Concern: Frustrated about lack of oversight with C-800. They could have prioritized the towers and could have had some cost savings by not requiring buried hardline power to remote sites.

Board Concern: Why were the radio costs not caught in the Audit. Hoodland Fire never received a bill until now, so it was never paid, so it was not reviewed in the Audit.

Board Suggestion: Encourage C-800 to consider the option of renting space on the towers to reduce overruns.

4. Additional Topics. None

5. Adjournment by Cliff Fortune at 11:22 AM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant