

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
NOVEMBER 9, 2021

Those Present: Board Members: Shirley Dueber, Nora Gambée, Cliff Fortune, Jacob Rackley (Zoom), and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief, DC Brian Henrichs, DC Scott Kline (Zoom), Kelli Ewing; Administrative Assistant, Lt. Andy Figini, FF Nick Miller (Zoom), and Sally Chester (Zoom). Guest: Jeremy Goers.

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by Sally Chester.
4. Persons to be Heard. None.
5. USFS Update: Jeremy Goers.
 - A. Fuel Projects Planning: Considering work in Government Camp, Trillium Lake Road, Ski Bowl, Lolo Pass. Lots of hoops to jump through to start the NEPA Study which is a 2–3-year process that studies soil, water, wildlife, etc. before a project can be funded and started.
 - B. Mount Hood National Forest is historically due for a large burn.
 - C. Oregon Explorer website is a resource that shows the Wildfire Risk in Oregon.
 - D. Fuels management dollars seem to be focused more on the Eastside versus the Westside.
 - E. Plans to conduct a Wildfire Scenario with community partners in Government Camp in March 2022.
 - F. A Curtain Burner was used by the USFS to dispose of debris. This machine was rented from a demolition company in Portland. Heavy equipment is used to load debris into the machine. It burns fast and hot, which reduces the smoke. The output is a bio-char material that is used in gardens. The USFS paid \$10,000/day to rent the machine.

[Out of Order]

10. Other New Business.

A. Board Member Jacob Rackley Status.

- i. Jacob Rackley resigned via E-mail on October 20, 2021.
- ii. Jacob Rackley rescinded his resignation via E-mail on November 9, 2021.
- iii. Per Clackamas County Elections the Board has the option to appoint Jacob Rackley as a Board Member.

MOTION MADE: By Shirley Dueber to appoint Jacob Rackley as a Board Member.

2ND: By Nora Gambee.

DISCUSSION: Question: Cliff Fortune asked Jacob Rackley the reasons for resigning and what changed his mind? Answer: Jacob Rackley reason for resigning was his personal feelings regarding COVID-19 vaccine mandate and the members claiming exemptions, made it difficult to stay objective. Multiple people contacted Jacob after he resigned and talked him down, so he asked for his resignation to be rescinded.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye).

6. Approval of Minutes.

A. Board Meeting Minutes on October 12, 2021.

MOTION MADE: By Mary Ellen Fitzgerald to approve the October 12, 2021 Board Meeting Minutes as submitted.

2ND: By Nora Gambee.

DISCUSSION: Cliff Fortune did not attend this meeting, so he will Abstain.

VOTE: Passed, Four Ayes and One Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye), and Cliff Fortune (Abstain).

7. Communications. None.

8. Reports.

A. Chief's Report by Fire Chief Jim Price.

- i. Continuing to attend multiple meetings including Fire Defense Board, HFD Volunteer Association, Community Wildfire Protection Plan Committee, Spook Alley, Civil Service, etc.
- ii. Alarm Breakdown: 78 Calls in the month of October. Year to date is 900, which is up from this time last year. Turn Out Time was 2:09 minutes and the average Dispatch to Arrival was 9:37 minutes.
- iii. Staff Housing – Sent the Board an updated timeline from Blane Skowhede.
- iv. Company Inspector program is waiting on OSFM to offer training classes.
- v. COVID-19 – Consulted with Fire Defense Board and we are on par with the other Districts with testing on an as needed basis to meet the intent of the mandate.
- vi. Will be participating in a COVID-19 Vaccine Clinics for kids ages 5-11 at Welches School on Saturday November 20, 2021 and December 11, 2021.
- vii. Listing Surplus Property on Gov Deals.
- viii. AFG Grant - Awarded: Continuing to research SCBA models.
- ix. Safer Grant – Turned down. Plans to apply again.
- x. Seismic Grant – Not for remodeling. Seismic Study conducted on the Main Station revealed that it cannot be retrofitted. You must be ready to start construction before you can apply for the grant. We might be able to apply for this grant for the substations.
- xi. Main Station Remodel - If we passed a G.O. Bond over 20-30 years, it would spread out the cost to the taxpayers. We might be able to ask Clackamas County for land?

8. Continued

B. Staff Report: DC Brian Henrichs.

- i. Training: Now offering EMS Drills on Monday evenings and Fire and Special Rescue Drills on Wednesday evenings. Apparatus Operator Class one Saturday/month.
- ii. Apparatus/Vehicle Maintenance: Gearing up for Winter Weather. Reconfiguring E-353 to be a Type III Interface Engine to make it more versatile.
- iii. Uniforms: Working to find a new screen print t-shirt vendor and design.
- iv. Recruiting Volunteers: Starting the EMR Class in January and a Fire Class in the Spring. Will be conducting interviews soon. There are around five fast-track volunteers that we can move through the process quicker.
- v. Lobby: Door added for security, still waiting on the glass.
- vi. CERT: 11 Active Members, members volunteered 125 hours during the month of October. All members helped with Spook Alley. T.I.P. volunteers are needed, call volume going up with lots of suicides.

C. Staff Report: DC Scott Kline.

- i. Currently attending EFO Classes at the National Fire Academy in Maryland.
- ii. Working out the bugs with Clackamas County's new permitting program.
- iii. Access and water supply permits are slowing down going into winter.
- iv. OSFM has completed their Fire Inspector Program, so we can now get members trained.
- v. Working on a committee to develop the New 2022 Fire Code.
- vi. Working on a NFPA committee to build new 1660 standards.
- vii. Continuing to issue burn permits along with ODF.

8. C. Continued

viii. Spook Alley - Handed out 150 Fire Prevention Packets and fire helmets.

ix. Plans to do Team Teaching a Welches School in the Spring.

x. Helping with the kids COVID-19 Vaccination Clinic at Welches School on November 20, 2021 and December 11, 2021.

xi. Working on AFG SCBA Grant evaluation and purchasing with SFF Matt Nicholson.

xii. Continuing to work on Standards of Cover and Fire Inspection program.

xiii. Working with Blane Skowhede to answer questions and provide information regarding the Manufactured Housing Project.

D. SDAO Assessment Report.

i. The report has been updated and the changes are highlighted in red.

ii. Updating Human Resources Policies and will be continuing to present those to the Board for approval, plans to finish by January 2022.

iii. Will be reviewing SOGs in early 2022 after receiving input from Staff and Volunteers.

9. Finance by Administrative Assistant Kelli Ewing.

A. Bank Statements and reconciliations have been emailed to the Board after they have been prepared by Financial Manager Carol Norgard, reviewed by Fire Chief Jim Price and Board Secretary/Treasurer Mary Ellen Fitzgerald. Review is documented with initial and date on every page per the Auditor's recommendations.

B. First page is the balances in all the accounts. The next few pages are a summary of the reports, then the listing of each check issued, and the last several pages are the year-to-date detailed report.

[Out of Order]

11. New Business.

B. First Reading of Policy 202: Public Contracting Rules.

- i. Public Contracting Rules were purchased by Local Government Law Group. To put these new rules into place the Board must adopt a resolution and policy.

MOTION MADE: By Mary Ellen Fitzgerald to approve the First Reading of Policy 202: Public Contracting Rules.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye) and Shirley Dueber (Aye).

10. Unfinished Business.

A. Public Contracting Rules.

- i. To adopt the Public Contracting Rules by Resolution there needs to be a Public Contracting Review Board Public Hearing that needs to be advertised in the Daily Journal of Commerce and the Sandy Post.

- ii. The Board acts in both capacities as the Public Contracting Review Board and the Board of Directors.

MOTION MADE: By Cliff Fortune to advertise the Board of Directors and its Public Contracting Review Board Public Hearing at the Joint Board Meeting on December 14, 2021, in the Daily Journal of Commerce and the Sandy Post.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye) and Shirley Dueber (Aye).

11. New Business.

A. Open Budget Committee Position.

i. Budget Committee Member Gaynell Thornbrough has decided not to renew for another term.

ii. A Board Motion is needed to advertise the position.

MOTION MADE: By Mary Ellen Fitzgerald to advertise the Open Budget Committee Position.

2ND: By Nora Gambee.

DISCUSSION: The Board can choose to contact people that they think might be interested including those that have previously applied.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye).

iii. The Board would like a plaque made to present to Gaynell Thornbrough in recognition for her years of service.

C. Draft Information Security Policy.

i. This Policy is based on SDAO's recommendations and counts towards our insurance discount.

ii. The items highlighted in yellow are items that we are still working with POA on.

D. First Reading of changes to Policy 506: Personnel Files.

i. This Policy matches HR Answers recommendations and lines up with our Evaluations Policy and State Laws.

ii. All Personnel Files are kept in a locked cabinet.

MOTION MADE: By Cliff Fortune to approve the First Reading of changes to Policy 506: Personnel Files.

2ND: By Nora Gambee.

DISCUSSION: Recommendation to tweak the policy to be consistent with first- or third-person language. Approve with grammar changes. Jacob Rackley has not read the policy, so he will Abstain.

VOTE: Passed, Four Ayes and One Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Abstain), Cliff Fortune (Aye), and Shirley Dueber (Aye).

12. Motion to Pay Bills.

MOTION MADE: By Mary Ellen Fitzgerald to pay all bills as submitted.

2ND: By Nora Gambee.

DISCUSSION: Cliff Fortune declares a potential conflict of interest with a reimbursement check and Nora Gambee declares a potential conflict of interest with a reimbursement check.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye).

13. Board Member Comments.

A. Nora Gambee – Learned a lot at the OFDDA Conference, there were some great speakers.

B. Cliff Fortune – Thank you for sending Board Members to the OFDDA Conference, it was great to take classes and network. It was nice to get to know Nora and George better. Thank you, Chief Price, for reviewing policies and drafting changes.

C. Mary Ellen Fitzgerald – We have come so far since the SDAO Assessment.

D. Shirley Dueber – We are on our way towards our goal and there is lots of support from all the members, thank you!

14. Executive Session. None.

15. Other New Business.

B. Suggestion to follow up regarding the discussion with Jeremy Goers and possibly writing a letter to USFS at the December Board Meeting.

16. Adjournment by Shirley Dueber at 9:05 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant