

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**APRIL 13, 2021**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune, and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Lt. Andy Figini (Zoom), Nora Gambie (Zoom), Gary Brandt (Zoom), and Sally Chester (Zoom).

1. Call to Order: By Darcy Lais at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by Darcy Lais.
4. Persons to be Heard. None.
5. Approval of Minutes.
  - A. Board Meeting Minutes on March 9, 2021.

MOTION MADE: By Shirley Dueber to approve the March 9, 2021 Board Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

6. Communications.
  - A. Thank you letter from a resident of the District.
7. Reports.
  - A. Chief's Report by Fire Chief Jim Price.
    - i. Attended meetings with USFS, Clackamas County, Hoodland Senior Center, Work Party for EMS Kits, etc.
    - ii. Alarm Breakdown: 74 Calls – 50% EMS. Response Times and Turn Out Times Report. SDAO recommends coming up with standards, we are working on this.

7. A. Continued

- iii. Staff Evaluations – All staff evaluations have been completed for 2020-2021. The next regular evaluations will be in January 2022.
- iv. COVID Vaccinations - The application has been accepted and Hoodland Fire is now an approved COVID-19 Vaccination Provider for the State of Oregon. Attending multiple meeting with Clackamas County regarding COVID vaccinations.
- v. MOUs - Duty Officer MOU has been reviewed by John Watts and has now been signed and is now in effect. MOU regarding mandatory overtime and volunteer shift coverage is still being worked on.
- vi. Entry Level Firefighter List - Working on joint recruitment/testing with Estacada Fire to create an Entry Level Firefighter hiring list. Received nine applications and they will be reviewed to make sure that they meet the minimum qualifications.
- vii. Internal Lieutenant's Promotion - Interviewing the two candidates left on the Lieutenant's List.
- viii. Grants – Multiple grants have been submitted, we are waiting to get a status update.

B. Staff Report: DC Brian Henrichs.

- i. Government Camp Station - The new bay doors at the Government Camp Station have been installed and were on budget, see before and after pictures. Cord Reels were also installed to get cords off the floor to remove a potential safety hazard.
- ii. Training – One member finishing up Paramedic Certification. Three more members are now EMT certified. Holding an ACLS and PALS class this month for Paramedics. Wildland Fire will be mostly done online this year with one Field Day. Continuing to partner with Estacada Fire on training.
- iii. MDCs and Radios – Cradle Points and MDCs are being installed in the apparatus. Antenna recall, so we are switching out antennas on the radios.

7. Continued

C. Staff Report: DC Scott Kline.

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- i. Manufactured Home Project – Working on the RFP and will have it reviewed by John Watts. Previewed multiple manufactured homes. Prices are increasing due to building materials going up. Average price is currently around \$126,000.00. Average lead time is 6-8 months for delivery. Site prep could be done during the summer.
- ii. New Construction – Lots of water supply and access requests. Lots of land clearing and debris burning that caused some complaints by the locals.
- iii. Updating Hoodland Fire’s Burn Permit to comply with ODF, OSFM, DEQ, etc. regulations.
- iv. Fire Prevention – Working with CERT on multiple ideas. Planning HFD Open House for October 9, 2021.
- v. ISO - Re-rating goes into effect May 1, 2021. Plans to meet with Garth from “The Mountain Times” to do a story on how this change should lower insurance rates. Still waiting for more detailed information and maps from ISO.
- vi. Hydrants – Working on Fire Hydrant Program and working on a MOU to establish guidelines for system maintenance.
- vii. Grants – Multiple grants have been submitted, we are waiting to get a status update. Continuing to research more grants opportunities and will apply if they are a good fit for Hoodland Fire.
- viii. CERT – Switching to Quarterly Trainings with homework skills in between to prepare. Continuing to do Firewise outreach in Hoodland Area and Sandy. When members are volunteering in Sandy, this is a liability for Hoodland Fire and accidents would be covered by Hoodland Fire insurance policy.

D. SDAO Assessment Report.

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- i. Action items have been updated in the report.
- ii. Some items have been completed.
- iii. Lots of items still an ongoing work in progress.

7. D. Continued

iv. Some volunteers want to return and are being welcomed back.

8. Finance by Financial Manager Carol Norgard.

A. Budget report, bank statements, and reconciliations were completed early and were provided to the Board a week before the Board Meeting.

B. Comments regarding overtime: Budget Line Item has been overspent. With only two people on shift, if anyone takes time off; overtime is automatically triggered. Overall budget is doing good. Let's schedule a work session to discuss Overtime and Staffing and the FY 2021-2022 Budget. The current staffing level can be maintained as long as the Levy in place.

C. The Board would like a monthly Overtime update.

9. Unfinished Business.

A. Fire Chief Evaluation Goals.

i. Fire Chief Jim Price and Board Secretary/Treasurer Mary Ellen Fitzgerald met to discuss measureable goals for the Fire Chief.

MOTION MADE: By Mary Ellen Fitzgerald to implement the Fire Chief's Evaluation Performance Goals as written from January to June 2021.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

10. New Business.

A. Levy Statement Discussion.

i. Fire Chief Jim Price wrote an update regarding the State of the District and the impact of the Local Option Levy.

ii. Board Members disagree on if and how the information should be presented from the community.

10. A. Continued

iii. Many Districts end up depending on an ongoing Levy. Since the permanent tax rates do not increase, one option is to keep going out for a Serial Levy every five years.

iv. First Budget Meeting is May 18th. Once a supplemental Budget is completed for the FY 2020-2021 Budget, it will show the accurate numbers. The FY 2021-2022 Budget will contain enough funds for the Unappropriated Ending Fund Balance and some to add to the Reserve Accounts.

B. Intergovernmental Agreement Contract #10089.

i. IGA with Clackamas County to provide logistics, resources and reimbursement for costs for Hoodland Fire to participate in a COVID Vaccine Clinic in the Hoodland Area.

ii. The Hoodland Area has a low vaccination rate in Clackamas County and there are many people up here that are still struggling to get appointments and are unable to travel very far.

iii. Scott Kline and Kelli Ewing are going to Molalla to help Lake Oswego Fire/Clackamas County with their clinic to get some insight on how it would work to do a local clinic.

MOTION MADE: By Cliff Fortune to approve the Intergovernmental Agreement Contract #10089 with Clackamas County and authorize Fire Chief Jim Price to sign the agreement.

2ND: By Shirley Dueber.

DISCUSSION: More information will be brought to the Board after we meet with Clackamas County to discuss the details.

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

C. Upcoming Policies for Board Review.

i. Draft Policy on Workplace Professionalism (New).

ii. Draft Policy on Harassment (Update).

iii. Draft Policy on Dispute Resolution (New).

iv. First Readings can be done at the May Board Meeting.

10. Continued

D. Intergovernmental Agreement Contract for Fleet Maintenance Services.

- i. IGA between Clackamas Fire District #1 and Hoodland Fire District #74.
- ii. We have spent a lot of money on Fleet Maintenance this year partly due to aging fleet but also due to using a “for profit” vendor.
- iii. This IGA has been in the works over the last several years, but we have been waiting until Clackamas Fire District #1 built up their capacity to be able to provide the necessary services to Hoodland Fire.
- iv. This IGA is not intended for the smaller utility vehicles. It is quicker, easier, and more cost effective to go to local dealership for the utility vehicles.

MOTION MADE: By Cliff Fortune to approve the Intergovernmental Agreement Contract for Fleet Maintenance Services with Clackamas Fire District #1 and authorize Fire Chief Price to sign the agreement.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

11. Motion to Pay Bills.

MOTION MADE: By Shirley Dueber to pay all bills as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

12. Board Member Comments.

- A. Darcy Lais – Glad to hear that three new volunteers completed their EMT Certification. Thank you to DC Brian Henrichs for your work on the Fleet Maintenance IGA with Clackamas Fire and finding MDC parts at a discount on E-Bay. Thank you to Fire Chief Jim Price for your work on the new polices.

12. Continued

B. Shirley Dueber – Thank you everyone.

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C. Cliff Fortune – Encouraged with how things are moving forward. It will be good to have a Work Session to have more discussion on issues. The new doors on the Government Camp Station look great. DC Scott Kline thank you for your work on the Manufactured Home Project. Thank you Fire Chief Jim Price for your very well written reports.

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D. Mary Ellen Fitzgerald – Thank you to Fire Chief Jim Price for keeping the Board continually updated on the SDAO Report. Excited about the Hoodland COVID Vaccine Clinic.

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E. Jacob Rackley – No additional comments.

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13. Executive Session. None.

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14. Other New Business.

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A. POA: Our server is aging and starting to fail. POA's service has been improving over the last month after meeting with them. POA has been willing to provide Hoodland Fire with a new server, but that would obligate us to stay with them. We currently have a signed contract with Ricoh. POA would like to talk to the Board, but the Board would rather that the Fire Chief interact with them because this is an Operational decision.

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15. Adjournment.

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ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:50 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*  
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant