

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
NOVEMBER 17, 2020

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Cliff Fortune, Darcy Lais and Mary Ellen Fitzgerald (Zoom). Staff: Steve Abel; Interim Fire Chief, Carol Norgard; Financial Manager, DC Scott Kline, DC Brian Henrichs, Lt. Eric Macy, and SFF James Lucas. Guests: Rich Stenhouse (Zoom), Lacy Foy, and Colton Henrichs.

1. Call to Order: By Shirley Dueber at 2:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by Darcy Lais.
4. Persons to be Heard. None.
5. Appointments and Oaths of Office.
 - A. Brian Henrichs, Division Chief: Operations and Training.
 - i. Fire Chief Steve Abel appointed Brian Henrichs to Division Chief: Operations and Training. Brian Henrichs repeated the Oath of Office and was pinned by fiancé Lacy Foy.
6. New Business.
 - A. Brightwood Generator.
 - i. The Board authorized Chief Abel to donate the generator to another Fire District that had been impacted by the Oregon Wildfires.
 - ii. When contacting Fire Districts to determine need we were made aware of a Water District in need. Board approval is needed before we can proceed with the donation to the Water District.

6. A. Continued

MOTION MADE: By Shirley Dueber to donate the Brightwood Generator to the Water District that was recommended by the Fire Chief at the Upper McKenzie Fire District .

2ND: By Cliff Fortune.

DISCUSSION: This Water District is providing water to the relief effort.

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

B. SDAO Assessment Regarding Fire Board Action Items.

- i. The SDAO Organizational Assessment identified several items that need Board action. Items 3, 4, 11, and 12 should be discussed and addressed before the new Fire Chief starts.
- ii. Some of these items will be addressed in the Strategic Plan. The priorities that have been identified will provide direction for the new Fire Chief.
- iii. Some of the items in the SDAO Assessment are restricted or need to be delayed due to lack of available funds in the budget and COVID-19 restrictions.
- iv. We need to establish a performance evaluation process and goals for the Fire Chief so expectations are communicated ahead of time. The Board needs to develop a plan so they don't make the same mistakes regarding lack of oversight and lack of evaluations for the Fire Chief.
- v. The Fire Chief can be evaluated without a specific guidelines in place. The evaluation can be based on how the Fire Chief interacts with people, decision making processes, how Strategic Plan goals are being addressed, how the SDAO Assessment items are being addressed, etc.
- vi. Chief Evaluations usually include Communication with the Board, Leadership, Fiscal Responsibility, etc. These items are identified in the draft employment contract and job description.
- vii. To address Items 10 & 11 we should develop a policy that says that the Board will evaluate the Fire Chief 1x/year and that the Fire Chief will evaluate the employees 1x/year.

6. Continued

C. Mobile Home Discussion.

- i. Hoodland Fire moved to 24 hour staffing without considering the long term financial impacts and without the necessary facilities in place to provide adequate housing for on duty staff and volunteers.
- ii. The offsite domicile was rented to provide housing, but was costly and negatively impacted emergency response times. The crews moved out of the Domicile, but adequate onsite housing is still needed.
- iii. Lots of options were considered and adding a mobile home onsite seems like the most feasible option considering the long term goal of a station rebuild. The cost to add a mobile home with site prep and permits is projected around \$300,000.00.
- iv. The Board would like to consider a permanent structure rather than a temporary structure, because this may be needed for minimum of 5 – 10 years. The cost of adding permanent structure would take a lot more time and cost a lot more money.
- v. The main station needs to be rebuilt, but to do this a GO Bond would need to be passed by the tax payers. The station does not fit the current needs and has been cobbled together over the years with multiple add-ons. The station is also not seismically sound.
- vi. The selected site for the mobile home would be near the Training Tower and run parallel to Hwy 26 and would require moving the existing fuel tanks. This site was selected so it would be out of the way for a future rebuild of the Main Station.
- vii. DC Scott Kline has done extensive research as to what is required. There might be more costs that come up when going through the Clackamas County permitting process.
- viii. If the Board approves moving forward, the first step will be to start with the Clackamas County permitting process to identify costs and feasibility.

6. C. Continued

MOTION MADE: By Cliff Fortune to authorize the Fire Chief to do the pre-application conference with Clackamas County and get the costs associated with adding an onsite mobile home.

2ND: By Shirley Dueber.

DISCUSSION: Application will be submitted to Clackamas County next week. The conference date will be subject to the county's availability.

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

D. Bay Doors at the Government Camp Station.

i. Since the remodel has been completed, there has been four service calls for the Bay Doors. There was a major failure when the crew came back from a call to find the door hanging with the rollers broken off and motor fallen apart. The openers need to be replaced and possibly more. DC Brian Henrichs will meet with vendors to get options and estimates.

ii. Due to the issue with the broken Bay Door, the fire engine had to be relocated away from the Government Camp Station.

iii. There are no more funds available in the Government Camp Remodel Account. We still need to pay an additional \$2,000 to cover the additional cost of the roof.

MOTION MADE: By Darcy Lais to authorize the Fire Chief to get the Government Camp Bay Doors fixed.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Currently the Bay Door is temporarily held in place with ratchet straps. Estimates will be obtained in order to get the best value.

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

E. Fire Chief Employment Contract.

i. At the Special Board Meeting on November 16, 2020 the Board voted to make a conditional job offer to Jim Price for the position of Fire Chief. The Board agreed that they were impressed with all of the candidates and it was a tough decision. Rich Stenhouse thanked the Board for the update.

6. E. Continued

- ii. Reviewed the sample Fire Chief Employment Agreement and Jim Price's current employment agreement from Rouge River. There are provisions for "for cause" and "without cause" dismissals.
- iii. The Board agrees that three years for the initial term of the contract and one year renewals with 60 days' notice.
- iv. Currently in the process of background and reference checks for Jim Price through SDAO and BioMed.
- v. Hoodland Fire currently requires treadmill testing for career combat firefighters but not for volunteers. Recommendation to not make passing the treadmill stress test a condition of the job. Combat firefighters should be considered fit for duty if they pass the Physical Ability Test and are medically cleared to wear SCBAs. The Board agrees to not require the treadmill stress test for the Fire Chief. The Fire Chief will be required to pass the Physical Ability Test and be medically cleared to wear an SCBA.
- vi. Maintaining Fit for Duty should be in a written policy versus a contract.
- vii. The Board agrees that termination without cause should be a super majority (4 Board Members) with two meetings. 30 days' notice and 3 months' severance pay.
- viii. The Board agrees that termination with cause should include coming to work under the influence of drugs or alcohol.
- ix. Non-renewal of the contract requires 90 days' notice for no severance. If less than 90 days there would need to be 3 months' severance paid.
- x. Compensation and increases will need to be negotiated between the Board and Jim Price. We should start off at the lower end of the salary range and offer a yearly 2.5% cost of living increase.
- xi. Current sick leave rate is 8 hours per month. Vacation rate is based on years of service. Vacation can be negotiated with Jim Price, we can start out at 15.5 hours per month.
- xii. Fire Chief will be able to adjust hours as needed if late meetings are required, but there will be no overtime or flex hours accrued.

6. E. Continued

xiii. Allow the use of a district vehicle for personal use within the district and the city limits of Sandy. Discretion always needs to be used.

xiv. Allow the use of district cell phone and allow for personal use with discretion, phone and information is district property.

xv. Two Board members can meet with Jim Price to negotiate the contract. Mary Ellen Fitzgerald and Shirley Dueber volunteered to negotiate the contract with Jim Price and Chief Steve Abel will help facilitate.

7. Executive Session. None.

8. Adjournment.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 10:07 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant