

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
April 14, 2020

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Darcy Lais, Jacob Rackley and Cliff Fortune (Conference Call). Staff: Steve Abel; Interim Fire Chief, Carol Norgard; Financial Manager, BC Scott Kline, SFF James Lucas (Conference Call), SFF Amanda Schmitt (Conference Call), FF Richard Powell (Conference Call), FF Nick Miller (Conference Call), Marie Botchie (Conference Call), Sally Chester (Conference Call), Pat Lohr (Conference Call), Mary Taylor (Conference Call), Lisa Kline (Conference Call), and Debra Sinz (Conference Call). Guests: Kirk Peterson (Conference Call), Kim Weaver (Conference Call), Cheryl Weaver (Conference Call), and Blane Skowhede (Conference Call).

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Roll Call: With the meeting being offered as a conference call, a roll call was performed in the order of Board Members, Staff, Volunteers, and Guests.
3. Pledge of Allegiance: Led by Scott Kline.
4. Persons to be Heard. None.
5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday March 10, 2020.

MOTION MADE: By Darcy Lais to approve the March 10, 2020 Board Meeting Minutes as submitted.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: None.
VOTE: Passed Unanimously.

B. Special Board Meeting Minutes on Tuesday March 10, 2020.

MOTION MADE: By Mary Ellen Fitzgerald to approve the March 10, 2020 Special Board Meeting Minutes as submitted.
2ND: By Darcy Lais.
DISCUSSION: None.
VOTE: Passed Unanimously.

5. Approval of Minutes Continued

C. Special Board Meeting Minutes on Monday March 16, 2020.

MOTION MADE: By Darcy Lais to approve the March 16, 2020 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Special Board Meeting Minutes on Tuesday March 24, 2020.

MOTION MADE: By Mary Ellen Fitzgerald to approve the March 24, 2020 Special Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

VOTE: Passed Unanimously.

6. Communications read by Mary Ellen Fitzgerald.

A. Thank you letter from a TIP member.

7. Reports:

A. Blane Skowhede Report by Blane Skowhede.

i. Government Camp Station construction is complete.

ii. Operation and maintenance manuals provided by the contractor are being reviewed.

iii. \$44,000 left for the Government Camp funds.

iv. Question regarding the New Metal Roof? The roof estimate is \$46,000. The extra funds could come out of the Reserve Account.

MOTION MADE: By Mary Ellen Fitzgerald to approve the new metal roof and authorize Blane Skowhede to do a change order to add the roof on to the existing contract.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

v. Government Camp Generator - Bull Run Electric is the contractor and has submitted the specifications for review.

7. Reports Continued

B. Chief's Report by Interim Chief Steve Abel.

- i. Program Reports: Written reports will continue to be provided. Verbal reports will no longer be required.
- ii. Continuing meetings with the staff and the Career Officers this week.
- iii. Suggestion to move the Finance Report to its own action item.

C. Finance by Financial Manager Carol Norgard.

- i. Year to date budget report includes an April only column.
- ii. Package 1 – Personnel and Administrative Services is at 80.35% which is expected for this point in the year, but there will also be the force Comp Cash Out in June.
- iii. Package 2 – Admin Materials and Services is at 81.09% which is expected for this point in the year, some line items have gone over due to unexpected expenses.
- iv. Package 4 – Capital Outlay Items is at 171.28% this is inaccurate because there was carryover from last year from the Government Camp Station funds. A Supplemental Budget will need to be completed to correct this.
- v. Package 5 – Support Services is at 84.82%.
- vi. Package 6 – Prevention Program is at 27.09%. Not much has been spent on the Prevention Program this year.
- vii. Package 7 – Training Program is at 45.89%. Lots of classes have been cancelled due to COVID-19, so we have received refunds.
- viii. Package 8 – Emergency Medical Services is at 51.31%. Lots of classes have been cancelled and recerts have been delayed due to COVID-19.
- ix. Package 9 – Vehicle and Equipment Maintenance is at 68.04%.
- x. Package 10 – SCBA Maintenance is at 102.83%. This is because the Bottles that were hydro tested in last June were not billed until July which was in the next fiscal year.

7. C. Finance Report Continued

xi. Package 11 – Firefighting Equipment is at 84.4%.

xii. Package 12 – Communications Equipment is at 73.9%.

xiii. Package 13 – Facilities Maintenance is at 16.3%. Additional funds were added into this package to cover the second seismic report.

a. Before we proceed with additional seismic study reports, further Seismic Grant discussion is needed during a Board Work Session. If there are plans to do a significant remodel/tear down the grant funds may not apply. The grant was denied for the Government Camp Station when there were plans to do a two-story remodel.

xiv. Package 14 – Uniforms is at 44.99%.

xv. Contingency Operating Disaster Funds will need to be used this year.

xvi. At this point we will not meet the Unappropriated Ending Fund Balance (UEFB) that was projected. This means that we are spending more money this year than was originally budgeted for, so we will need to do a supplemental budget in June. These issues will impact next year's budget, so we will be discussing options in the upcoming Work Sessions.

xvii. The total expenses are at 61.91% this is higher than it should be. This should be at about 50%.

xviii. Payroll and expenses for the month of April is \$254,977.23.

xix. Bank statements and reconciliations are provided for Board review.

xx. L.G.I.P. statement shows \$1,918,678.55. \$960,000 is earmarked for next year's Cash Carryover. Interest rate has gone down due to the impact of COVID-19 on the stock market.

D. Prevention: Printed report provided in packet.

E. Safety: No report provided.

7. Reports Continued

F. EMS: Printed report provided in packet.

i. Current PPE inventory is adequate and numbers are being updated weekly and sent to the Clackamas County EOC. If inventory drops below a certain threshold, we will request PPE from the EOC and the State of Oregon.

ii. Masks and eye protection are being worn on all EMS calls. Eye protection is reusable and is sanitized after each use. Masks are worn 5X before disposed of as recommended.

iii. On EMS calls only one EMS provider is making the initial patient contact.

G. Training: Printed report provided in packet.

i. Fire/EMS Training is still needed even though there are social distancing restrictions. Many departments have suspended in person group training. Daily Shift Drills are still taking place. State recertification dates have also been extended. There are online training classes available that can supplement training hands on training during this time.

ii. New Fast Track Volunteer Firefighter Applications are on hold for now.

H. Union: No report provided.

I. Volunteers: No report provided.

J. C.E.R.T.: Printed report provided in packet.

K. Support Group: No report provided.

8. Unfinished Business:

A. C-800 Tower Contract Amendment.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Interim Chief Abel to sign the First Amendment to Communications Facility Site Lease.

2ND: By Darcy Lais.

DISCUSSION: None.

VOTE: Passed Unanimously.

9. New Business:

A. Fraternalization Policy.

i. A policy was drafted and sent to the Board for review. The policy will need to be sent to HR Answers for legal review. The Board would also like to get staff and volunteer input. This policy is designed to protect the Fire District.

ii. Suggestion to add nepotism language into the policy.

iii. Suggestion to add the definition of employee to include volunteers.

iv. Staff will continue to work on this policy to include recommended changes.

B. SDAO Organizational Assessment.

i. The Board Members received a copy of the SDAO Organizational Assessment.

ii. Summary of Recommendations and Actions outlines 64 recommendations and who the responsible party for these items would be. Most of the responsible parties are identified as the Board, Fire Chief, and Deputy Chief.

iii. #7 is to have SDAO Risk Management Assessment. Contact has been made with SDAO Risk Management and OR-OSHA to start the consultation process.

MOTION MADE: By Mary Ellen Fitzgerald to direct Interim Fire Chief Abel to provide monthly updates to the Board regarding the progress to address SDAO's recommendations.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

iv. The SDAO assessment provided a big picture view to help with Strategic Planning.

v. Thank you to Chief Abel for breaking down the list with the recommended action items.

9. New Business Continued

C. Deputy Chief Hiring Process.

- i. The Deputy Chief Hiring Process is currently on hold per Board motion on March 10, 2020.
- ii. Entry Level Firefighter Testing Process is currently on hold due to COVID-19 restrictions. Letters have been sent out to the Civil Service and the candidates notifying them of the delay.
- iii. Chief Abel would like to appoint a temporary Deputy Chief as allowed by Civil Service for up to 6 months. This would need to be approved by Civil Service and the Board.
- iv. Chief Abel recommends appointing Scott Kline to the temporary appointment of Deputy Chief and leaving the Battalion Chief position vacant.
- v. We will need to find alternative ways to deal with Fire Prevention. Priorities need to focus on Operations and Training according to the SDAO Assessment.
- vi. Questions regarding the Deputy Chief position being Non-Union and FSLA exempt. Scott Kline would like to get a MOU regarding that when this temporary position goes away by his choosing or the District that he will revert back to previous position, seniority, benefits, etc.

MOTION MADE: By Cliff Fortune to provide Board Approval to hire Scott Kline as a Temporary Deputy Chief and to allow Chief Abel to present this request to the Civil Service.

2ND: By Darcy Lais.

DISCUSSION: None.

VOTE: Passed Unanimously.

9. New Business Continued

D. Budget Officer Appointment.

- i. Scott Kline was appointed as the temporary Budget Officer.
Currently Scott Kline, Carol Norgard, and Chief Abel are working
together to develop the budget. Traditional the Fire Chief has been
the Budget Officer.

MOTION MADE: By Cliff Fortune to appoint Chief Abel as the Budget Officer.

2ND: By Darcy Lais.

DISCUSSION: Chief Abel will continue to work collectively with Scott Kline and
Carol Norgard to develop the Budget.

VOTE: Passed Unanimously.

E. Strategic Planning.

- i. The Strategic Plan needs updated and was recommended as a
priority in the SDAO assessment. This is a time consuming process
to identify the data and develop.

MOTION MADE: By Cliff Fortune to appoint Chief Abel to facilitate the process to
develop a new Strategic Plan.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: A committee will need to be formed to discuss goals and gather
data. The process to complete the plan will take a few months.

VOTE: Passed Unanimously.

10. Motion to Pay Bills:

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

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

11. Board Members Comments.

A. Cliff Fortune – Thankful for Chief Abel’s experience. Thank you to Chief
Abel, Scott Kline and Carol Norgard, keep up the good work.

B. Shirley Dueber – Thank you to Kelli Ewing for her help. Thank you to the
Board Members for providing input and discussions. Thank you to the
Volunteers and Staff for your positive support.

C. Mary Ellen Fitzgerald – Confidence with the positive direction we are
moving in. Thankful for the support of the Staff and Volunteers.

11. Board Member Comments Continued

D. Darcy Lais – Impressed with everything that Chief Abel is accomplishing and thankful for his experience.

E. Jacob Rackley – Thank you Chief Abel. Congratulations to Scott Kline.

12. Executive Session. None.

13. Other New Business.

A. Government Camp Station Resident Volunteers.

i. Currently we have two Resident Volunteers. Only one is living at the Government Camp Station.

ii. We are currently getting response out of the Government Camp Station so this will help with our ISO re-rating.

iii. Due to COVID-19 restrictions the educational requirement is unable to be met and we are unable to recruit and interview new candidates.

B. New Career Firefighter Jason Kish started April 2, 2020.

i. He is currently working 40 hours/week Monday – Thursday.

ii. He will start on 48/96 shifts in May.

iii. Dana Waldron's temporary appointment will be ending soon.

iv. Swearing In Ceremonies have to be rescheduled due to COVID-19 restrictions.

C. Work Session on April 21, 2020 at 7 PM.

D. Work Session on April 28, 2020 at 7 PM.

E. First Budget Committee Meeting on April 30, 2020 at 7 PM.

14. Adjournment.

MOTION MADE: By Darcy Lais to adjourn the meeting.

2ND: By Mary Ellen Fitzgerald.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 9:06 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant