

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
AUGUST 11, 2020

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley, Mary Ellen Fitzgerald (Zoom) and Cliff Fortune (Zoom). Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Carol Norgard; Financial Manager, Lt. Andy Figini, SFF Tyler Myers, SFF Amanda Schmitt, FF Nick Miller, FF Jason Kish, FF Rick Powell, Debra Sinz, and Sally Chester. Guests: Fire Chief Fred Charlton (Zoom), DC Bill Boos (Zoom), Chaplain Steve Brodehl (Zoom), Ron Schmitt, Jessica Rackley (Zoom), Gary Brandt (Zoom), [Fire District Attorney John Watts (Zoom) and Judy Clark (Zoom) for Executive Session Only].

1. Call to Order: By Darcy Lais at 6:41 PM.
2. Roll Call – The meeting was offered with a Zoom Meeting option, so a roll call was performed to determine attendance.
3. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 6:42 PM from Regular Session.

RECONVENE: 6:43 PM into Executive Session.

B. Discussion with Legal Counsel.

ADJOURN: 7:16 PM from Executive Session.

RECONVENE: 7:20 PM into Regular Session.

4. Roll Call – Another Roll call was performed to capture the people that joined after the Executive Session.
5. Pledge of Allegiance: Led by Darcy Lais.
6. OFCA Award Presentation by OFCA President Fire Chief Fred Charlton.
 - A. Due to COVID 19 the 2020 OFCA Annual Conference had to be cancelled. Commander Amanda Schmitt was presented with the 2020 Oregon Fire Chief’s Association “President’s Award” for her outstanding contribution to the Oregon Fire Service Honor Guard.

7. Board Officer Elections.

A. Chairperson.

NOMINATION: Jacob Rackley nominates Shirley Dueber for the Board
Chairperson position.

DISCUSSION: None.

VOTE: Passed Unanimously. Shirley Dueber - Board Chair position.

B. Vice-Chairperson.

NOMINATION: Shirley Dueber nominates Darcy Lais for the Board Vice
Chairperson position.

DISCUSSION: None.

VOTE: Passed Unanimously. Darcy Lais – Board Vice Chair position.

C. Secretary/Treasurer.

NOMINATION: Cliff Fortune nominates Mary Ellen Fitzgerald for the Board
Secretary/Treasurer position.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald – Secretary/Treasurer
position.

8. Persons to be Heard. None.

9. Approval of Minutes.

A. Board Meeting Minutes on Tuesday July 14, 2020.

MOTION MADE: By Shirley Dueber to approve the July 14, 2020 Board Meeting
Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

B. Special Board Meeting Minutes on Tuesday July 28, 2020.

MOTION MADE: By Shirley Dueber to approve the July 28, 2020 Special Board
Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

10. Communications. None.

11. Reports.

A. Chief's Report by Fire Chief Steve Abel.

- i. Government Camp Fire Station will now be staffed with three Resident Volunteers: FF's Brandon Bergeron, Dawson Kooch, Matt Garcia. Currently working to get all three Driver/Pumper certified.
- ii. Offering Driver and Pumper/Operator training courses to get more volunteers certified on the apparatus.
- iii. Continuing to have meetings to develop the Volunteer mentoring program.
- iv. Lt. Testing this month to fill the vacant internal position.
- v. FY 2017-2018 Audit is now completed and has been submitted to the Oregon Secretary of State, thank you Carol and Kelli. Work has already begun to start the FY 2018-2019 Audit.
- vi. Have received seven applications so far for the Volunteer Training Academy scheduled to start September 3, 2020.
- vii. Quote to update Map Books was \$4,000; this is less than the cost to do in house. If approved, the funds would come out of Professional Services.

MOTION MADE: By Cliff Fortune to approve the costs to update the Map Books.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

- viii. Quote on SCBA air pack fill station with glass containment for \$5,000 plus installation. This is a used system that is an upgrade but a third the cost of a new one. If approved, the funds would come out of Capital Equipment.

MOTION MADE: By Cliff Fortune to approve the costs associated to purchase and install the SCBA Fill Station.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

11. Reports Continued

B. C.E.R.T. Report by Sally Chester.

i. 13 Active Members and 3 on LOA. Working to recruit new members.

ii. Some members completing Driver's training sign offs.

iii. Responding to TIP call outs.

iv. Some members planning to go through EMR training.

C. Deputy Chief's Report by DC Scott Kline.

i. Volunteer Training Academy starting September 3, 2020.

ii. Working on completing Hydrant Testing, Hydrant Tracking, and working with the various Water Companies throughout the District.

iii. Working on update training objectives as specified in the SDAO Assessment Report.

D. SDAO Assessment Report by Fire Chief Steve Abel.

i. #4 & #8: Updating Job Description Polices, District Policies, and SOGs.

ii. #18: Times are being recorded.

iii. #23: Staff is obtaining quotes.

iv. #30: FY 2017-2018 Audit is complete. Actively working on FY 2018-2019 Audit.

v. Staff is continuing to work on the other items.

12. Finance by Financial Manager Carol Norgard.

A. Board Members prefer to have the bank statements emailed to them electronically versus paper hardcopy.

B. Bank Balance Report explained.

13. Unfinished Business. None.

14. New Business.

A. Mutual Release Agreement regarding Fire Chief John Ingrao.

MOTION MADE: By Shirley Dueber to accept the Mutual Release Agreement regarding Fire Chief John Ingrao.

2ND: By Cliff Fortune.

DISCUSSION: Various Board Comments: We need to cut ties and move forward. There could be unresolved issues that pop up with things that John Ingrao was working on that the Board was unaware of.

VOTE: Passed. Three Ayes (Mary Ellen Fitzgerald, Cliff Fortune, and Darcy Lais) and Two Nays (Jacob Rackley and Shirley Dueber).

- i. Letter regarding John Ingrao's employment history with Hoodland Fire District #74.

By agreeing to the Release Agreement Hoodland Fire District #74 needs to provide a letter detailing John Ingrao's employment history. The Board agrees that the DRAFT letter needs to be updated to include when the employee retired and transitioned to part-time status. Shirley Dueber will sign the letter as a representative of Hoodland Fire after the changes are made.

B. Draft changes to Policy #901: Fire Chief Job Description.

- i. Board comments regarding legal and illegal drug use wording in the last paragraph.
- ii. Board comments regarding minimum experiences, certifications, and education required.
- iii. Board comments on Fire Chief's residency requirements.
- iv. Board comments to allow for volunteer experience versus only paid fire experience.
- v. Suggestion to discuss changes to Job Descriptions and Recruitment further at a Work Session.
- vi. Work Session scheduled for Thursday August 27, 2020 at 7 PM.

14. New Business Continued.

C. Fire Chief Recruitment and Selection.

- i. We could do an in house recruitment or hire a recruitment company to help. Obtained quotes range from \$5,000 - \$20,000.
- ii. Board likes the option of hiring SDAO to conduct the recruitment.
- iii. Candidate travel expenses are not required and not typical to be paid by the Fire District.
- iv. Fire Chief Recruitment will be discussed further at the Work Session on Thursday August 27, 2020 at 7 PM.

D. First Reading of Policy #921: Paid Division Chief [Operations and Training] Position Description.

- i. This position could be filled versus the Deputy Chief.
- ii. If this was filled with an in-house candidate, this could save a Union position.
- iii. Moving the Chief Officer position to a Union represented position allows Hoodland Fire to maintain the minimum number of Union Staff to keep a Resident Volunteer Program with the restrictions outlined in the Union Contract.
- iv. Board comments that the supervisory requirements may limit the number of available candidates. Current employees also may have supervisory experience outside of Hoodland Fire that could help them meet the minimum qualifications.

MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading Policy #921: Paid Division Chief [Operations and Training] Position Description.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

15. Motion to Pay Bills.

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

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

16. Board Members Comments.

A. Cliff Fortune – Congratulations to SFF Amanda Schmitt on her prestigious award. She is the rank of Commander in the Oregon Fire Service Honor Guard.

B. Darcy Lais – SFF Amanda Schmitt's recognition is well deserved.

C. Shirley Dueber – SFF Amanda Schmitt has been serving on the Oregon Fire Service Honor Guard for many years. Thank you to all the staff and volunteers for all your hard work, you are doing a great job!

D. Jacob Rackley – Good luck to all that staff that will be testing for the Lieutenant's position and the Division Chief position.

E. Mary Ellen Fitzgerald – Thrilled that there are Resident Volunteers living at the Government Camp Station. We should keep the Government Camp CPO informed on our progress.

17. Other New Business.

A. A message should be drafted to the staff, volunteers, and community regarding the resignation of the Fire Chief.

B. Suggestion to develop guidelines/policy regarding employee verifications or employee recommendations.

i. The Board Chair is the only one authorized to provide a reference for the Fire Chief on behalf of Hoodland Fire District #74.

18. Adjournment.

MOTION MADE: By Shirley Dueber to adjourn the meeting.

2ND: By Jacob Rackley.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 9:30 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant