

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
February 12, 2019

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, Darcy Lais, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, SFF Joe Schwab, SFF Matt Nicholson, SFF Tyler Myers, SFF Tony Hadeed, FF Jaden Markham, FF Nick Miller, Gary Brandt, Debra Sinz, and Sally Chester. Guest: Blane Skowhede.

1. Call to Order: By Pat Buckley at 7:00 PM.

2. Pledge of Allegiance: Led by Pat Buckley.

3. Appointing and Swearing in Ceremony:

A. Motion to appoint Mary Ellen Fitzgerald to Board Position #3.

MOTION MADE: By John Pruden to appoint Mary Ellen Fitzgerald to Board Position #3.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

B. Swearing In of Mary Ellen Fitzgerald to Board Position #3.

i. Mary Ellen Fitzgerald was sworn in by Chairman of the Board Pat Buckley.

4. Persons to be Heard. None.

5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday January 8, 2019.

MOTION MADE: By John Pruden to approve the January 8, 2019 Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications by Chief John Ingrao.

A. SDAO's Employee Assistance Program for Oregon Career Firefighters.

6. Continued.

B. Thank you letter from Sandy Fire for providing a Banquet Cover Crew.

C. Thank you letter from Corbett Fire for providing a Banquet Cover Crew.

7. Reports:

A. Blane Skowhede – Government Camp Station Remodel.

i. Government Camp Station Remodel project is currently out to bid. It was advertised locally and statewide starting January 20, 2019.

ii. There was a walk through for contractors interested in bidding on February 6, 2019.

iii. The next walk through for the contractors is February 14, 2019.

iv. Bids are due February 27, 2019.

v. Five General Contractors are interested in bidding on the project. Two are well known in the Metro area and have been in business for 50 years.

vi. Motion need to approve the Addendum No. 3 to Architectural Services Agreement between Hoodland Fire District #74 and Keystone Architecture Planning and Project Management LLC.

MOTION MADE: By Cliff Fortune to approve Chief Ingrao signing Addendum No. 3 to Architectural Services Agreement between Hoodland Fire District #74 and Keystone Architecture Planning and Project Management LLC.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

vii. Motion needed to approve the Second Amendment to the Owner Participant and Development Agreement.

MOTION MADE: By Darcy Lais to approve Chief Ingrao signing the Second Amendment to the Owner Participant and Development Agreement.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

7. Continued.

B. CDRI Discussion.

i. Question and answer PowerPoint Presentation of survey results.

ii. Based on survey results CDRI is confident that a Levy would pass with good communication to the public.

iii. Motion needed to approve putting the Levy on the May Ballot.

MOTION MADE: By John Pruden to proceed with putting a ballot measure on the May ballot for a local option levy for a fixed rate of 25¢ per \$1,000.00 of assessed value.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

iv. Attorney John Watts reviewed the Revised Ballot Title and Explanatory Statement and the documents have his approval for legality.

v. Motion to need to approve CDRI's Scope of Work to provide communication materials for Levy.

MOTION MADE: By Mary Ellen Fitzgerald to approve CDRI's Scope of Work Memo dated Feb. 1, 2019 and the spending of \$6,870.00 to pay CDRI to provide for communication materials for the local option levy.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

vi. Motion needed to approve Resolution Number 2019-01: Resolution Transferring Funds Within the 2018-2019 Operating Budget. This resolution would allow funds to be transferred from Revenue Miscellaneous to Professional Services to pay CDRI for their help with the local option levy.

MOTION MADE: By Darcy Lais to adopt Resolution Number 2019-01 to transfer funds within the 2018-2019 operating budget to pay for the local option levy.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

7. Continued.

C. Chief's Report by Chief John Ingrao.

- i. Resident Volunteer Program is going well. Once the Government Camp Remodel is done, they will reside at the Government Camp Station.
- ii. C800 Tower contract will be discussed more under new business.
- iii. Main station seismic study will be done next month.
- iv. County ASA – Lt. Macy is attending the meetings and providing feedback.
- v. Board Lunch on February 22, 2019. Darcy Lais and John Pruden plan on attending.
- vi. Chief Ingrao will be out of the country February 14 – February 24, 2019. Lt. Scott Kline and SFF Joe Schwab will be dealing with the district with the help of the other career staff.

D. Finance by Financial Manager Carol Norgard.

- i. Budget Snapshot shows a brief look at the funds received and funds paid in December and January. Hoodland Fire received the majority of the tax deposits in November and December. The bottom lists the projected funds to be received from OSFM and USFS deployments. There was an adjustment to the Camp Fire, since we projected 14 days, but we were only there 9 days. The USFS funds are expected to be received sometime soon. Stubblefield Fire funds are expected to be received by March. Camp Fire funds expected date is unknown.
- ii. Year to Date Budget Report is a detailed report from July 1, 2018 to February 12, 2019. There is also a detailed check register for the last two months in the back.

E. Prevention by Lt. Scott Kline.

- i. Received several land use permit applications for new construction.
- ii. Met with USFS regarding plans to put in a new fire suppression water line, set new hydrants, and deal with the fire department connections for the sprinkler system at Timberline Lodge.

7. E. Continued.

iii. Water recovery project from Clackamas County in the area of the proposed 140 unit subdivision development off Arrah Wanna Blvd.

iv. There was a recent residential fire where an unattended candle caught fire and the home owner extinguished.

v. ISO requests have increased. Lots of issues with insurance companies raising fees. Working on an ISO re-rating.

vi. Insurance companies want homes to be near hydrants. Water Districts are responsible for providing hydrants; they can apply for grants to help.

vii. Finishing up SPIRE Grant application.

F. Safety Committee by Chief Ingrao.

i. New Safety Committee Chair Mary Taylor.

ii. See last month's minutes.

G. EMS by Chief Ingrao.

i. See EMS report.

ii. Chief Ingrao sent a letter to Clackamas County regarding the AMR/CCOM response time discrepancies.

H. Training by Lt. Andy Figini.

i. Training for February is Air Management, Ladders, EMS: CPR Recertification, Burn to Learn, and Air Bags.

ii. Sent in DPSST Recertification paperwork, waiting to hear back regarding approval.

iii. Working to make the driver sign off process more applicable.

iv. Working on IAP for Burn to Learn. We will be burning the Kirkwood House regardless of snow on Saturday February 23rd.

I. Special Rescue by Chief Ingrao.

i. No report.

7. I. Continued.

ii. We will be adding the Drone Program to Special Rescue.

iii. CCSO is asking for our input and capabilities regarding our Drone Program.

iv. We used the Drone to help the SWAT team with an incident on Welches Road.

v. We might be able to apply for a public safety grant for more drones if we are helping CCSO.

vi. Pat McAbery is our only Commercial Drone Pilot but we have five others pilots in training.

J. Union by Lt. Andy Figini.

i. During recent contract negotiations a discrepancy was brought up between Policy #501 and the Union Contract. There will be a staff report and a proposed revision of Policy #501 for next month.

ii. Third contract negotiations meeting will be on March 5, 2019.

iii. The current union contract ends in June 30, 2019.

K. Volunteers by SFF Tony Hadeed.

i. Volunteers are excited for new training opportunities coming up.

L. C.E.R.T. by Debra Sinz.

i. Sixteen active members, two on a leave of absence and one pending application to be active. Two individuals are interested in being Fast-Tracked to become members.

ii. 231 CERT volunteer hours put in since the last board meeting.

iii. Rescheduled February monthly training because of the weather. Monthly training will be Rehab to prepare for the upcoming Burn to Learn.

M. Support Group by Sally Chester.

i. Nineteen active members and two on a leave of absence.

7. M. Continued.

ii. Support Group members Krista and Emma were honored at the HFD Awards Banquet.

iii. February meeting was cancelled due to the weather.

iv. Save the date for Christmas celebration on December 14, 2019.

8. Unfinished Business.

A. Strategic Planning Updates.

i. Government Camp Fire Station Renovation – Rebid. The five contractors are listed along with the additional project details.

ii. Bids are due on February 27, 2019 at 2:00 pm. Chief will meet with two board members; Darcy and John P. and Blane to open the bids on February 27, 2019 at 3:00 pm.

iii. Blane will review the contracts and rank them and will present them to the board at the March Board meeting.

B. Second Reading of Ordinance No. 2019-001. Recovery of cost-based fees for services provided by District, and for future amendment of fees by Resolution.

i. Questions regarding if this has been brought up to the community and if other agencies in Clackamas County doing this? Concerns regarding citizens who may not call for help if they are worried about being charged.

ii. This ordinance would allow the district the option to recover costs for the “above and beyond calls.” The Fire Chief would make the judgment calls if an incident will be sent to a third party billing company or not.

iii. This ordinance seems too all encompassing. There are a lot of negative research articles online. This may not be a good time to approve this now with the Levy going on the ballot. If this is going to be tabled, it should be tabled for quite a while because it would look bad to approve after a Levy is passed.

8. B. Continued.

MOTION MADE: By Cliff Fortune to table Ordinance 2019-01.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: None.
PASSED: Three Ayes (Fortune, Fitzgerald, and Buckley) and Two Nays (Lais and Pruden).

C. Second Reading of Policy No. 912 – Resident Volunteer Job Description.

MOTION MADE: By Darcy Lais to approve Policy No. 912.
2ND: By John Pruden.
DISCUSSION: None.
PASSED: Unanimously.

9. New Business.

A. C800 Contract – Brightwood Station Tower.

MOTION MADE: By Cliff Fortune to authorize Chief Ingrao to sign the Clackamas
800 Radio Group's Communications Facility Site Lease Ground
Space contract.
2ND: By John Pruden.
DISCUSSION: None.
PASSED: Unanimously.

10. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By Darcy Lais to pay all bills as submitted.
2ND: By John Pruden.
DISCUSSION: Pat Buckley declared a potential conflict of interest.
PASSED: Unanimously.

11. Board Members Comments.

A. Pat – Thank you to staff for putting together the SDAO conference binder.

B. John – Good SDAO conference, left early because of the weather, but it
was good to learn about Cyber Security.

C. Mary Ellen – Excited to be here. Took classes at the SDAO conference
regarding Board Member Roles.

11. Continued.

D. Cliff – Sorry to have missed the Awards Banquet this year. Good SDAO conference. Talked to Streamline at the conference and they were complementary to Kelli and said that they use the Hoodland Fire website as an example for clients. POA provides Hoodland Fire’s Cyber Security.

E. Darcy – The Awards Banquet was great. Officially would like welcome Mary Ellen. Good conference, but left conference early because of the snow.

12. Executive Session, none.

13. Other New Business.

A. Board Conferences SDAO and OFDDA can get repetitive. To save the District money, Board Members could choose to go to one conference a year.

14. Adjournment.

MOTION MADE: By Pat Buckley.

ADJOURNMENT: Meeting adjourned at 9:27 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant