

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
September 11, 2018

Those Present: Board Members: Pat Buckley, Ron Partlow, John Pruden, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Eric Macy, Lt. Andy Figini, SFF James Lucas, FF Nick Miller, FF Debra Sinz, FF Pat Tritico, FF Melinda Caldwell, EMR Gary Brandt, and Sally Chester. Guest: Blane Skowhede.

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

2. Pledge of Allegiance: Led by John Pruden.

3. Persons to be Heard. None.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday August 14, 2018.

MOTION MADE: By John Pruden to approve the August 14, 2018 Board Meeting Minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: 3 Ayes and 1 abstain.

5. Communications by Chief John Ingrao.

A. Thank you from Support Group regarding the Garage Sale.

B. OFDDA Conference. Four Board Members are planning to go.

C. \$10 Donation for the Benevolent Fund.

6. Reports:

A. Blane Skowhede.

i. Completed the revised drawings.

ii. Will submit the drawings to the cost estimator next week.

iii. Obtained a county building permit extension.

6. Continued.

B. Chief's Report by Chief John Ingraio.

- i. Tally: 2018 YTD is 727. We are up 49 calls from last year. 125 calls in the month of August. The calls breakdown to 4 Fires, 61 Rescue & EMS, 37 Service Calls, 18 Good Intent Calls, 2 False Alarms, 1 Special Incident Type, 1 Overpressure Rupture, and 1 Hazardous Condition.
- ii. Fire Season is almost over on the West Side.
- iii. Conflagration activation in Central Oregon last month. SFF Myers and FF Nicholson were deployed for four-five days.
- iv. Fleet Services: Met with Hughes Fire and Clackamas Fire District for bids. Contracting with one of these vendors will help us so that we don't have multiple vendors and our repair shop will be closer than Hillsboro.
- v. Digital 800 Radios: Still waiting for the radios and installation.
- vi. Brightwood Repeater Tower: Working on a plan for them to give us some concessions if we allow the tower to be located at the Brightwood Station.
- vii. Open House: Fire Prevention Day is Saturday October 13th.

C. Finance by Financial Manager Carol Norgard.

- i. Condensed Budget Report with expenses and cash carryover for July and August explained.
- ii. Conflagration Report detailing the requested funds from the State of Oregon. Also includes some of the additional expenses incurred.

D. Prevention by Lt. Scott Kline.

- i. Inspections: Golden Poles flow test inspection, working with the general contractor to get site visits set up. Inspecting local restaurants and bars in Government Camp before ski season.
- ii. Plans Review: Golden Poles, Rhododendron Water Tank, Ratskeller's expansion, Brew Pub, and Dodge Ranch Solar Array.

6. D. Continued.

- iii. ISO: Continuing to receive four to five requests per week. Preliminary meeting on October 17th with an ISO representative to work on getting the insurance rates changed. Hoping rates will drop by February especially in Government Camp.
- iv. Fire Prevention: Now that school is in session, planning to meet with the Principal to discuss Team Teaching in the classrooms and Fire Drills. Working on organizing the Open House on Saturday October 13th.
- v. Grants: Working on a seismic grant for the Government Camp Station. Working on a station security grant for the main station.

E. Safety Committee.

- i. No meeting last month.

F. EMS by Lt. Eric Macy.

- i. CPR Classes: Board CPR class needs to be scheduled.
- ii. Medical Equipment: Both Brush Rigs are set up the same and are now ALS. The Squad is now set up as BLS.
- iii. Old Zoll: More cost effective to keep it versus trading it in and purchasing a new AED. Now using the Old Zoll on the BLS Squad.
- iv. Medication Shortages: Morphine and Fentanyl. Our morphine is expired and our Fentanyl supply is getting low. We can get Ketamine to use as a substitute.
- v. EMS Training: EMS - Cardiac Drill on September 19th.
- vi. Paramedic School: Dana, Laura, and Byron are taking classes at NCTI.
- vii. AMR: Still waiting on AMR's official response report. Eric is planning on attending the County meeting regarding extending AMR's contract in October.

G. Training by Lt. Andy Figini.

- i. Recruitment: Accepting applications for new volunteers in September and October. Plans to start EMR class in November.

6. G. Continued.

ii. Certifications: Byron received his FF1 and Tyler received his Engine Boss.

iii. Pre-Application Packet: Introduction of the different volunteer opportunities for new applicants.

H. Special Rescue.

i. No meeting last month.

I. Union by Lt. Andy Figini.

i. Tyler and Matt went on a conflagration last month for four days.

J. Volunteers by FF Nick Miller.

i. Looking forward to helping with Open House and Volunteer Recruitment.

ii. Nick will meet with Chief to discuss volunteer issues and their lack of participation.

iii. Drills: Wednesday morning drills are cancelled due to lack of participation. The Wednesday evening drills will continue and there will be a 4 hour Drill every 3rd Saturday.

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

i. Currently have nine active members.

ii. CERT Basic Class: Have nine new recruits participating in the class.

iii. CERT put in 120 hours volunteering last month.

iv. Mountain Times Ads will focus on providing seasonal preparedness awareness.

L. Support Group by Sally Chester.

i. Prepared and served the Hood to Coast BBQ lunch.

ii. September meeting cancelled. Next meeting will be in October.

6. L. Continued.

iii. Planning to help out with the Open House.

7. Unfinished Business.

A. Board Lunch Friday September 28th. Four board members will be able to attend.

B. Strategic Planning Updates.

i. Waiting for the cost estimate for the Government Camp Station.

ii. Waiting on AMR for their response data report.

iii. Scott is working on the seismic grant for the Government Camp Station.

iv. Main station plans on hold until the Government Camp Station is complete.

8. New Business.

A. EMS Billing, out of district an non-tax payers.

i. A new policy and SOG would need to be created. A board resolution would also need to be done. The billing would be turned over to a third party billing company to charge for services to out of district residents.

9. 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: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy – I like the idea of the EMS billing. I like the new financial report that Carol put together, it is much easier to understand. Good job to the volunteers entering the Paramedic program.

10. Continued.

B. Ron – Sounds like there is hope for the Government Camp Station.

C. John – Impressed with the volunteers desiring to become paramedics.

D. Pat – Glad to hear about holding volunteers to a standard and the recruitment of new volunteers.

11. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:02 PM from regular session.

RECONVENE: 8:12 PM into executive session.

A. Discussion regarding personnel matters.

B. Discussion regarding HR report.

ADJOURN: 8:28 PM from executive session.

RECONVENE: 8:29 PM into regular session.

12. Other New Business.

A. Could create a new Personnel Reserve Account. The interest from the other Reserve Accounts could be used to fund this new account.

MOTION MADE: By Darcy Lais for Chief Ingrao to get a resolution from John Watts to create a Personnel Reserve Account and fund this account by transferring the interest from the other reserve accounts.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. Could try for a Levy in an election to pay for a personnel position. We would need to hire a professional consultant to help.

MOTION MADE: By John Pruden for Chief Ingrao to contact John Watts regarding pursuing a Levy to pay for a personnel position.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

13. Adjournment.

Meeting adjourned by Pat Buckley at 8:40 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant