

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING COMBINED WITH**  
**2020-2021 BUDGET HEARING MINUTES**  
**JUNE 9, 2020**

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Jacob Rackley and Cliff Fortune. Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Lt. Andy Figini (Conference Call), Lt. Eric Macy, SFF James Lucas, FF Matt Garcia (Conference Call), FF Nick Miller, Debra Sinz (Conference Call), Kelli Ewing, and Sally Chester (Conference Call). Guests: Kirk Peterson (Conference Call) and Kim Weaver.

1. Call to Order: By Shirley Dueber at 7:03 PM.
2. Roll Call – With the meeting being offered with the Conference Call option, a roll call was performed.
3. Pledge of Allegiance: Led by Cliff Fortune.
4. Open the Budget Hearing to the Public, Any persons to be heard regarding the budget? None.
5. Persons to be Heard on Any Board Topic. None.
6. Approval of Minutes.
  - A. Board Meeting Minutes on Tuesday May 12, 2020.

MOTION MADE: By Cliff Fortune to approve the May 12, 2020 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

- B. First Budget Committee Meeting Minutes on Thursday May 14, 2020.

MOTION MADE: By Mary Ellen Fitzgerald to approve the May 14, First Budget Committee Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

6. Approval of Minutes Continued

C. Special Board Meeting Minutes on Tuesday May 26, 2020.

MOTION MADE: By Cliff Fortune to approve the May 26, 2020 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Second Budget Committee Meeting Minutes on Thursday May 28, 2020.

MOTION MADE: By Cliff Fortune to approve the May 28, 2020 Second Budget Committee Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

7. Communications. None.

8. Reports:

A. Chief's Report by Chief Steve Abel.

i. Used Zoom for the Budget Committee meetings so some members had the option to attend remotely.

ii. Volunteers: Volunteer Officer Meetings to discuss updates and volunteer recruitment. Developed a Volunteer Recruitment Brochure to attract new members. Dates have been set for the new Volunteer Academy. Tony Hadeed returned as a Volunteer and Duty Officer.

iii. Training: Drills are being revamped to include more hands on training. Drills will be repeated 3x a week to offer more opportunities for members to attend and keep training consistent. Burn to Learn scheduled for Sunday June 28, 2020.

iv. Lt. Testing will be scheduled in July 2020. SFF Brian Henrichs will be filling in temporarily as the A Shift Officer.

v. FY 2016-2017 Audit is complete and has been submitted to the Secretary of State.

8. A. Reports: Chief's Report Continued

vi. Updating Policies: Updated the Cost Recovery Policy and it is available for a First Reading for tonight. Fraternalization Policy is still in the process of being developed. The policy has to go through legal review, and then it can go to the Staff and Volunteers for comment after the first reading.

viii. Strategic Planning: Date is scheduled for June 27, 2020.

B. Staff Report by DC Scott Kline.

i. Training Academy: Recruitment starting now through end of August. Fire Class is September 3, 2020 – November 15, 2020. EMR class will start January. Classes will be on Thursday, Saturday, and Sunday and then a week off and then repeat.

ii. Working to update the Deployment Standard/Standards of Cover.

iii. Working on updating SOGs.

C. SDAO Assessment Report Update by Chief Steve Abel.

i. Starting Strategic Planning Process.

ii. Updating Policies and SOGs.

iii. Benchmarking 2 in/2 out on Fire scenes and documenting this on the radio.

iv. Working to recruit more In District volunteers.

v. Fees for service policy updated and ready for first reading.

vi. Updated Apparatus Replacement Plan.

vii. Continuing to work on Audits.

viii. Offering more hands on training and repeating drills 3x per week.

D. FY 2016-2017 Audit Report by Chief Steve Abel.

i. Completed audit has been sent to the Secretary of State.

8. D. Reports: FY 2016-2017 Audit Continued

- ii. Two Significant Deficiencies were found. Journal Entries need to be reviewed by a secondary individual and documented. Bank Statements and Reconciliations need to be reviewed by a secondary individual and documented. To correct these deficiencies the Fire Chief now reviews, signs, and dates each page of bank statements, reconciliations, and journal entries.
- iii. A corrective action letter needs to be written to how we are going to address these Significant Deficiencies. This letter will need to be approved of and signed by the Board.
- iv. There are also some best practice recommendations.
- v. The Board is being provided with additional financial information for increased oversight.
- vi. An engagement letter needs to be signed if we want to continue to have this Auditor work on the 2017-2018 Audit.

9. Finance by Chief Steve Abel.

A. Budget Report.

- i. Over in Personnel Services – Package 1.
- ii. Supplemental Budget is needed since the Contingency funds are being used to cover unanticipated expenses.
- iii. The budget should be broken down in to three categories: Personnel Services, Capital Outlay, and Materials and Services. Using packages is confusing because everything is lumped in together.
- iv. The Board would prefer to have the Budget Report ran to the end of the month versus to the day of the Board Meeting.

B. Bank Statements and Reconciliations for all of the bank accounts.

- i. Quickbooks reports match what is in the bank statements.
- ii. LGIP Account is where the tax funds are deposited. We are aiming for \$980,000 to cover the expenses for July through November.

9. B. Finance: Bank Statements and Reconciliations Continued

iii. Tax deposits are at 99% which is very close. Next year we are budgeting a more conservative increase.

10. Unfinished Business. None.

11. New Business:

A. Fire Station Social Distancing by Mary Ellen Fitzgerald.

i. A COVID-19 spread prevention plan for members in the Station should be written out.

ii. Consult with Dr. Sarah Present, Clackamas County Public Health Officer.

iii. The General Public has already been restricted from coming into the station.

iv. Protocols are in place for when the crews respond on calls.

v. Station cleaning has increased.

vi. Members are discouraged from coming in if they are sick.

vii. Members are discouraged from coming in if they don't have business to conduct.

viii. Fire Crews are unable to work from home. There are lots of challenges with Administrative Staff and Chief Officers working from home.

ix. Many Fire Departments and other businesses are starting to open back up and returning to a new normal.

x. 6-foot Social Distancing is difficult to maintain with everything we need to accomplish including Strategic Planning, Skills Training, Lt. Testing, Training Academy, etc.

xi. Expert opinion changes every day. Surgeon General stated that face masks are not effective. CDC stated that if you are Asymptomatic the chances of you spreading it are very low.

11. A. New Business: Fire Station Social Distancing Continued

xii. Due to COVID-19 restrictions all Training Drills were cancelled for several months which disengaged Volunteers. Now that things are opening up we restarted Drills and are trying to re-engage Volunteers and welcome them in the station.

xiii. OR-OSHA gave us the go ahead for training since we are an essential service. Hoodland Fire is doing what we can within reason to be able to train, provide service, and conduct business in order to keep the department running.

xiv. Members could be required to wear masks when they are not distanced 6-feet apart.

xv. If 6-feet distancing is mandated, Strategic Planning, Training Academy, etc. may need to be postponed.

xvi. Strategic Planning should not be postponed. We could use the Lion's Club. We could provide masks, hand sanitizer, and gloves for those that want them. If people are distanced 6-feet apart it will be difficult to hear everyone.

xvii. Clackamas County EOC (Emergency Operations Centers) provides daily recommendations, which Hoodland Fire is meeting.

xviii. Dr. Sarah Present, the Public Health Director provides direction to the public, not Fire Departments.

xix. There are lots of logistical concerns to mandated 6-feet social distancing; the shared offices would only be able to have one person at a time, the kitchen would only be able to have one person at a time, etc.

xx. As recommended by the Board, Staff will consult with Dr. Sarah Present and provide a written plan to the Board.

B. First Reading of the changes to Policy 206: Cost Recovery for Response to Fire or Other Public Safety Incident.

i. This a cost recovery policy so that we can recoup some of the costs for responses that take lots of time and resources serving non-Hoodland Fire taxpayers.

11. B. New Business: First Reading of Changes to Policy 206.

ii. This policy would mostly pertain to motor vehicle accidents on Hwy 26. It could also be used for out of district fire response and trail rescues.

iii. Typically insurance will cover the billed costs.

iv. Concerns regarding the billing and collections being at the discretion of the Fire Chief, it should be more defined to prevent bias.

v. Previous policy included a minimum charge of \$250.00. The Board agrees that this should be added back in.

MOTION MADE: By Cliff Fortune to approve the first reading of the changes to Policy 206: Cost Recovery for Response to Fire or Other Public Safety Incident with the approved corrections including add a \$250.00 minimum charge.

2ND: By Jacob Rackley.

DISCUSSION: Mary Ellen has concerns regarding charging for Trail Rescues and Medical Responses.

VOTE: Passed Unanimously.

12. Motion to Pay Bills:

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

13. Close Budget Hearing.

A. Resolution #2020-02: Transferring Funds within the 2019-2020 Operating Budget.

i. The transferring and allocation of California Conflagration funds in the budget was approved by the Board in August 2019. This transfer should have been done by Resolution. This Resolution needs to be done now to clean things up.

13. A. Close the Budget Hearing Resolution #2020-02 Continued

MOTION MADE: By Mary Ellen Fitzgerald to adopt Resolution #2020-02:  
Transferring Funds within the 2019-2020 Operating Budget.  
2ND: By Jacob Rackley.  
DISCUSSION: None.  
VOTE: Passed Unanimously.

B. Approve final budget for 2020-2021 Fiscal Year.

MOTION MADE: By Mary Ellen Fitzgerald to adopt the final budget that was  
approved by the Budget Committee for the 2020-2021 Fiscal Year.  
2ND: By Cliff Fortune.  
DISCUSSION: None.  
VOTE: Passed Unanimously.

C. Resolution #2020-03: Adopting the 2020-2021 Budget, imposing the tax  
and categorizing the tax.

MOTION MADE: By Cliff Fortune to adopt Resolution #2020-03: Adopting the 2020-  
2021 Budget, imposing the tax and categorizing the tax.  
2ND: By Jacob Rackley.  
DISCUSSION: None.  
VOTE: Passed Unanimously.

D. Resolution #2020-04: Making appropriations for the 2020-2021 Budget.

MOTION MADE: By Mary Ellen Fitzgerald to adopt Resolution #2020-04: Making  
appropriations for the 2020-2021 Budget.  
2ND: By Jacob Rackley.  
DISCUSSION: None.  
VOTE: Passed Unanimously.

14. Board Members Comments.

A. Shirley Dueber – Thank you everyone for hanging in there.

B. Mary Ellen Fitzgerald – Glad we are making progress with the SDAO  
recommendations, Budget, and Audits.

C. Cliff Fortune – Glad we are making progress, welcome back Tony  
Hadeed, and looking forward to Strategic Planning.

D. Jacob Rackley – Agrees with other Board Member comments.



15. Other New Business.
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- A. Cross out Vice Chair and write in Secretary/Treasurer so Cliff Fortune can be the second signer on the Resolution.
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- B. Special Board Meeting on June 23, 2020.
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- i. Agenda items will include: Second Reading on Cost Recovery Policy 206, Supplemental Budget, Chief Abel's contract extension, and an Executive Session to consult with legal counsel.
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- C. Budget Messaging to the Public.
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- i. Mary Ellen Fitzgerald will draft a letter from the Board and give it to Garth at the Mountain Times.
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- D. Backyard Burn Season closes on June 15, 2020.
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16. Executive Session. None.

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17. Adjournment.

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MOTION MADE: By Cliff Fortune to adjourn the meeting.

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2ND: By Jacob Rackley.

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ADJOURNMENT: Meeting adjourned by Shirley Dueber at 9:56 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*  
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant