

**HOODLAND FIRE DISTRICT # 74  
BOARD MEETING MINUTES  
COMBINED WITH THE 2019-2020 BUDGET HEARING  
June 11, 2019**

Those Present: Board Members: Pat Buckley, Cliff Fortune, Darcy Lais, John Pruden, and Mary Elle Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Andy Figini, Lt. Phil Burks, SFF Joe Schwab, SFF Kevin Frank, SFF Tony Hadeed, FF Byron Trelstad, Deb Sinz, Gary Brandt, Sally Chester, Pat Lohr, Nora Gambee, Marie Botchie, Sue Allen, Lora Buckley, and Pat Tritico. Guests: Blane Skowhede, Cheryl Pruden, Jason Pruden, Linda Pruden, Karen Pfau, Greg Hansen, Shirley Dueber, Jacob Rackley, Jessica Rackley, Dwight Pallander, and Sue Hein.

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

2. Pledge of Allegiance: Led by John Pruden.

Board Chair Pat Buckley and Fire Chief John Ingrao presented a plaque to Board Member John Pruden for 19 years of service to Hoodland Fire District #74.

3. Open the Budget Hearing to the Public, Any persons to be heard regarding the budget? None.

4. Persons to be Heard on any Board topic. None.

5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday May 14, 2019.

MOTION MADE: By Cliff Fortune to approve the May 14, 2019 Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

B. Budget Committee Meeting Minutes on Thursday May 23, 2019.

MOTION MADE: By Mary Ellen Fitzgerald to approve the May 23, 2019 Budget Committee Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Three Ayes by Mary Ellen Fitzgerald, Cliff Fortune, and Pat Buckley and One Abstain by Darcy Lais.

6. Communications by Chief John Ingrao.

A. Thank you card for assistance.

7. Reports:

A. Blane Skowhede - Government Camp Station.

i. Five construction meetings so far.

ii. Working to place a line for a fire sprinkler system.

iii. Change order request for a new door to be framed in.

iv. Change order to remove insulation, pulling it out of the project.

v. Change order request to add a hard wire air line.

vi. Change order request to replace the driveway.

vii. Payment #2 has been submitted.

viii. The project is 42% completed.

B. Chief's Report by Fire Chief John Ingrao.

i. Hoodland Fire's Local Option Levy passed.

ii. Clackamas County ASA revisions in the works. Changes coming forward including the possibility of a new online reporting system that the county would share the cost of.

iii. Fire Season – Clackamas County Fire Defense Board decided to go to a Full Burn Ban for the next few days. Backyard burning is closed until the Fall.

iv. BLM is going into a regulated fire closure for BLM lands. Wildwood Park will still be allowed to have fires in fire rings.

v. Susan Hein from Sandy Fire Board of Directors came to present Board Member John Pruden with a Sandy Fire Challenge Coin.

7. Continued

C. Finance by Financial Manager Carol Norgard.

- i. The first page is the condensed budget by package.
- ii. We are at 68% of the overall budget.
- iii. There will be one more payroll in the 2018-2019 Budget, which will include the end of the year Comp Cash Out.
- iv. The last four pages have the checks for May and June 2019.

D. Prevention by Fire Chief John Ingrao:

- i. 120 acre Solar Farm going in on Marmot, working with them to get fire access.
- ii. Working to get GIS mapping for the fire district and putting on a training class.

E. Safety by SFF Kevin Frank:

- i. Working to get MSDS sheets up to date and making sure that everything is labeled properly.
- ii. Thermostats were purchased for all of the refrigerators and freezers for the stations.
- iii. East shed walkways are narrow because of the temporary snorkel storage.
- iv. Gravel was built up to make a step for the East shed.
- v. Going over Firefighter cancer reports and encouraging members to be aware, be safe, and reduce risk.

F. EMS by Fire Chief John Ingrao.

- i. CPR Program: C.E.R.T. members will be trained as certified CPR instructors. This will allow for instructor availability to teach in house and public classes.
- ii. Medication Shortages: Amiodarone, Dextrose 50%, Sodium Bicarbonate, and Epi 1:10,000.

7. F. Continued

iii. Members EMT B – EMT P were state recertified.

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G. Training by Lt. Andy Figini.

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i. Planning to open up Volunteer recruitment in August. Andy will do an interview for the Mountain Times to spread the word.

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ii. Working on Wildland Refresher and Physical Agility Testing for Combat Firefighters. Red Card certifications will be issued soon.

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iii. Pumper Operator class in July and August.

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iv. Mapping class scheduled in June.

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v. ODOT Chain Saw class scheduled in June.

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H. Special Rescue.

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i. Will be included in the Training Report next month.

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I. Union.

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i. No Report.

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J. Volunteers by SFF Tony Hadeed.

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i. Discussed getting ready for Wildland Season by bringing Wildland PPE on calls, taking Wildland Refresher, completing Physical Ability test, completing shelter deployments, getting Red Card certified, etc.

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ii. Volunteers are signing up to help with upcoming events and signing up for classes.

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iii. HFD Picnic is August 17, 2019 at Wildwood Park.

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iv. 4<sup>th</sup> of July Parade in Timberline Rim.

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v. Tony was offered and accepted a position at Estacada Fire.

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

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i. C.E.R.T. members volunteer 281 hours since the last Board meeting.

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7. K. Continued

ii. Five members were certified with the T.I.P. program and will be responding, when activated, to incidents to provide emotional support. Sally and Deb responded to an out of district incident in Sandy.

iii. Distributed 2,000 Firewise awareness flyers.

iv. Will be starting community education and public outreach program at the Hoodland Shopping center starting this weekend.

v. Will be receiving 3 C.P.O.D.S. for emergencies for free from Clackamas County. They are a 95 gallon rolling garbage can filled with supplies that will be placed at the three stations to help with a major emergency event.

vi. T.I.P. graduation is August 13, 2019 so Sally and Deb will not be able to attend the August Board meeting.

L. Support Group by Sally Chester.

i. Bike Helmet Giveaway on June 14, 2019 at the Lions Club.

ii. Planning to get members signed off to drive department vehicles to the scene.

iii. Next meeting is the annual BBQ hosted by Dan Wolf on July 7, 2019.

iv. C.E.R.T. presented Pat Buckley with cookies, card, and a challenge coin.

8. Unfinished Business:

A. Strategic Planning Updates.

i. Goal #1: 24 Staffing completed.

ii. Goal #2: Remodel Government Camp Station and staff with sleepers. The Government Camp Station remodel is currently in process and Resident Volunteers are ready to populate the station once the remodel is completed.

8. A. Continued

iii. Goal #3: Joint Station with Sandy Fire. Currently looking at dates to schedule joint board meetings with Sandy Fire to make some goals and plans for the future.

iv. Goal #4: Transporting Patients. This is on hold; we will watch Clackamas Fire's new process and get some feedback.

B. Second reading to change Policy No. 801: Roles and responsibility of the District Safety Coordinator, Safety Committee, and Injury Reporting.

MOTION MADE: By Cliff Fortune to approve Policy No. 801 Roles and responsibility of the District Safety Coordinator, Safety Committee, and Injury Reporting in its second reading.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

C. Second reading to delete Policy No. 802: Reporting on the job injuries.

MOTION MADE: By Darcy Lais to approve deleting Policy No. 802: Reporting on the job injuries in its second reading.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

D. Union Contract.

i. The Local Option Levy passed and the 2019-2020 Budget was completed.

ii. Mary Ellen Fitzgerald looked at the comps, but is worried about the potential rising employee costs of the flexible COLA CPI index.

MOTION MADE: By Darcy Lais.

2ND: By Cliff Fortune.

DISCUSSION: Cliff Fortune comments: Thank you for your work negotiating the contract, but next time we should bring in a professional negotiator.

PASSED: Three Ayes by Cliff Fortune, Darcy Lais, and Pat Buckley and One Nay by Mary Ellen Fitzgerald.

9. New Business:
- A. 2019-2020 SDIS Worker's Comp Renewal.
- i. Reduced by \$20,000 because of claims that have dropped off.
  - ii. SDAO has been 10-20% less than SAIF and other companies that will cover firefighters.
  - iii. This insurance covers the employees on Conflagrations.
  - iv. The bill will be paid in full in July so that we take advantage of the \$2,000 discount.
  - v. We also do other things such as training, conferences, and surveys to get a 2-10% discount.

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 Cliff Fortune.  
DISCUSSION: None.  
PASSED: Unanimously.

11. Close the Budget Hearing.
- A. Approve final budget for the 2019-2020 Fiscal Year.
- i. There needs to be some adjustments to this year's budget which effects next year's budget. The last column line 1 reflects the changes.
  - ii. The employee comp pay out was higher than expected. The California conflagration funds that have not been received and some other circumstances have caused more than expected employee overtime.
  - iii. There are not enough funds in the General Fund LGIP account to cover the end of the year payroll and comp cash out, we are around \$100,000 short.
  - iv. To cover the costs we can take money out of the Operating Contingency and the funds that were going to be added to the Reserve Accounts.

11. A. Continued

v. When the California Conflagration funds are received, the Board has the option to vote to transfer the funds into the Reserve Accounts.

vi. The 2018-2019 budget was build 1 ½ years ago and it is hard to predict employee overtime. By having two employees on a shift creates a constant need for overtime to cover employee's vacation, sick, etc.

MOTION MADE: I, Mary Ellen Fitzgerald move that the Hoodland Fire District No. 74 budget committee approve taxes for the 2019-2020 fiscal year at the permanent rate of \$2.6385 per \$1,000 of assessed value and \$0.25 per \$1,000 of assessed value for the local option tax for all funds to levy taxes. For operating purposes: for total expenditures not to exceed \$5,901,683.00 and we approve the attached 2019-2020 budget as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

vii. The budget is based on unpredictable funds to be received and paid out. This is very difficult, but we do our best to estimate. When three staff members are on shift, there is less exposure for overtime. We could look into the option of getting an insurance policy, but that would add extra costs.

B. Resolution #2019-04: Adopting, Imposing, and Categorizing the 2019-2020 Budget.

MOTION MADE: By Darcy Lais to approve Resolution #2019-04: Adopting, Imposing, and Categorizing the 2019-2020 Budget.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

C. Resolution #2019-05: Appropriations for the 2019-2020 Budget.

MOTION MADE: By Cliff Fortune to approve Resolution #2019-05: Appropriations for the 2019-2020 Budget.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

12. Board Members Comments.

A. Darcy – Thank you to John Pruden and Pat Buckley for your service to on the Hoodland Fire Board of Directors. Congratulations to Tony on your job offer at Estacada Fire. Thank you to Deb and Sally for your work with T.I.P. and your efforts with public education.

B. Cliff – Thank you to Pat Buckley and John Pruden for your service on the Board. Thank you to Joe Schwab for bringing John Pruden to the board meeting, it was really good to see him. Welcome Shirley Dueber and Jacob Rackley to the Board.

C. Mary Ellen – Pat Buckley thank you, please continue to mentor the new Board Members.

D. Pat – Thank you to everyone, it has been a pleasure to serve on the Board.

13. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations and 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:15 PM from regular session.

RECONVENE: 8:20 PM into executive session.

A. Discuss Deputy Chief hiring process.

B. Discuss communications from Legal Counsel.

ADJOURN: 8:54 PM from executive session.

RECONVENE: 8:56 PM into regular session.

14. Other New Business.

A. Board Work Session Wednesday June 12, 2019 at 7:00 pm.

i. Will discuss the plan for hiring a new Deputy Fire Chief.

ii. H.R. Consultant Jim Mooney will come to advise us.

B. Levy Process.

i. Funds will not be received until November 2019.

14. B. Continued

- ii. To inform the public, the Board Meeting Minutes and other information is posted on the District website. We can also do more Public Town Hall Meetings.

15. Adjournment.

MOTION MADE: By Pat Buckley.

ADJOURNMENT: Meeting adjourned at 9:05 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant