

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
March 10, 2020

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Darcy Lais, Jacob Rackley and Cliff Fortune. Staff: Carol Norgard, Financial Manager, Lt. Scott Kline, Lt. Eric Macy, SFF Brian Henrichs, Gary Brandt, Deb Sinz, Nora Gambee, Marie Botchie, and Sally Chester. Guests: Kirk Peterson, Blane Skowhede, George Gambee, and Vince Wilson.

1. Call to Order: By Shirley Dueber at 7:02 PM.
2. Pledge of Allegiance: Led by Darcy Lais.
3. Persons to be Heard. None.
4. Approval of Minutes.

- A. Board Meeting Minutes on Tuesday February 11, 2020.

MOTION MADE: By Cliff Fortune to approve the February 11, 2020 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

5. Communications read by Mary Ellen Fitzgerald.
 - A. Letter from the East Clackamas County Unified Civil Service.
 - B. S.D.I.S. longevity credit.
 - C. D.P.S.S.T. Accreditation letter.
 - D. Thank you from Corbett Fire for providing a Banquet Standby Crew.

6. Reports:
 - A. Blane Skowhede Report by Blane Skowhede.
 - i. Construction is complete at the Government Camp Station.
 - ii. Still have one outstanding invoice that needs to be paid to the contractor.

6. A. Blane Skowhede's Report Continued

iii. Received bids for a new generator. There is a proposal under Unfinished Business.

iv. After all of the expenses there might be enough funds to cover the cost of a new generator and a new metal roof. Projections show a two thousanddollar short fall. Funds could be transferred out of the Building Reserve account through a Board Resolution to cover the short fall.

B. Chief's Report read by Mary Ellen Fitzgerald.

i. COVID-19: HFD is preparing and keeping up with the daily updates.

ii. Government Camp Station: Remodel is complete, still waiting on the approval for alternates.

iii. C-800 Tower at Brightwood Station: The HFD generator is in process and it will share a fuel tank with the C-800 generator.

iv. C-800 Station Alerting: All three stations are tied to the new system.

v. Deputy Chief Promotional Process: Received three applications and the process is continuing to move forward.

vi. Battalion Chief Promotion Process: Congratulations to Scott Kline, he will be sworn in at the April Board Meeting.

vii. Entry Level Firefighter Process: FF Hadeed declined the offer and FF Kish accepted the conditional offer. The offer is pending the background, medical, and psychological evaluations.

viii. Lieutenant Testing Process: Lieutenants test has expired.

C. Finance by Financial Manager Carol Norgard.

i. Year to Date Budget Report.

ii. Payroll documents available for the Board to review. Let Carol know which documents you prefer.

iii. Wilsonheirgood, the liability and property insurance provider, sent the projected increases for around 12% over the next year.

6. C. Finance Report Continued

iv. L.G.I.P. interest rates are lowering due to drops in the stock market.

D. Prevention by Lt. Scott Kline.

i. Continuing with Golden Poles inspections.

ii. Wyeast Academy (Windells) inspections.

iii. Reviewing plans for the Dollar General Store. Plans for the store to be located in between Subway and Zig Zag Inn.

iv. Received fire alarm plans for the Barn in Government Camp.

v. Government Camp Open House last Saturday went very well.

vi. ISO rerating on hold until staffing and response in Government Camp is complete.

vii. Image Trend: Continuing to work on the inspection module. In the process of conducting research to determine if we will still be able to access EMS Charts if we are no longer using Image Trend for EMS. The Fire and EMS module are linked in Image Trend, so if we keep the Fire we will have EMS.

viii. New Smart Card locks installed at the Government Camp Station.

ix. Future plans to have the Smart Cards work as keys and photo IDs.

x. Researching ways to make the front office more secure to prevent people from wandering around the station once the door is opened. There was a recent safety concern brought up regarding the concern of being in close proximity to individuals when unlocking the front door.

xi. COVID-19: Keeping up with the updates and updating the HFD website.

xii. Trying to find ways to reduce the current work load in order to take on the additional workload as a Battalion Chief.

xiii. Plans to update the Fire Prevention part of the website.

6. Reports Continued.

E. Safety by Marie Botchie.

- i. Marie Botchie is the new Safety Chair. She has been a C.E.R.T. member for one year and has experience with other fire departments.
- ii. Last Station Safety Inspection was on February 23, 2020. The Zone that was inspected was the Bay and the Caboose. Zones were developed so that all Zones will be inspected on a rotation schedule. Safety issues that were found were forwarded onto the Fire Chief.
- iii. Safety Briefing on February 29, 2020.
- iv. Safety Committee Meeting on March 4, 2020. Coronavirus concerns brought up, members were referred to read the email that was sent out by the Fire Chief.
- v. Next Safety Inspection is March 14, 2020 at 1100. The Zone that will be inspected will be the C.E.R.T. Shed and the East Shed.
- vi. Continuing to track unresolved Safety Issues.
- vii. Suggestion to move the Safety Committee meeting to the same night as the Volunteer Association Meeting. Third Wednesday of the month at 6 pm. The Board agrees with this change.

F. EMS by Lt. Eric Macy.

- i. CPR program: working to schedule a class that will work for the monitors and C.E.R.T. members' schedules.
- ii. Medication Shortages: Continued shortages on D50 and Sodium Bicarb. Plans to switch from D50 to D10W due to shortages.
- iii. Clackamas County will be providing 6 sets of the medical bags, one of the sets will be used for training.
- iv. Future plans regarding Clackamas County hiring a medical director and associate medical directors.
- v. Plans for a new Clackamas County EMS charting program. Projected implementation date at HFD is July 1, 2020.

6. F. EMS Report Continued

- vi. Coronavirus: Keeping in contact with the Physician Advisor and keeping up with the changing guidelines to get protocols in place. Did an inventory audit and we do have a sufficient list of supplies unless we have a significant outbreak. The issue is that there is the lack of equipment available for purchasing. There are also unknowns for equipment that will be needed while waiting for Clackamas County to develop specific protocol guidelines. Currently using Multnomah County protocols as a guide.

G. Training by Lt. Andy Figini.

- i. Passing out Volunteer FF Applications.
- ii. SFF Myers, FF Garcia and Lt. Figini attended the Firemanship Conference. SFF Myers and FF Garcia attended a Live Fire Forcible Entry Class.
- iii. Working to get some volunteers D.P.S.S.T. Certifications for Pumper Operator from the class they completed.
- iv. Training Company Graduation: April 25, 2020 at 2 pm. BBQ will be provided by Support Group.
- v. Training Company: 11 recruits will start responding April 1, 2020.

H. Union.

- i. No report.

I. Volunteers by Nick Miller.

- i. Continuing to work on updating the Volunteer Association Bylaws.
- ii. Meetings are well attended with the addition of Support Group and C.E.R.T. members being involved.

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

- i. Fifteen active members.
- ii. One new applicant is going through the background check process.
- iii. C.E.R.T. members volunteered 225 hours last month.

6. J. C.E.R.T Report Continued

iv. New T.I.P. member Stephanie Barber.

v. Providing a presentation at the Senior Center.

vi. Helping with the Burn to Learn.

vii. Recent training on Rehab.

viii. N.F.P.A. driver course training will be on April 25, 2020.

ix. CPR training is on hold until a date can be worked out.

x. Firewise Outreach planning for this summer.

xi. PPE order is on hold.

xii. Handed out some volunteer applications.

K. Support Group.

i. No report. Sally Chester is no longer a Support Group member.

7. Unfinished Business:

A. Second reading of the changes to Policy 514: Discrimination and Harassment Free Workplace.

i. Per SDAO, fraternization should be in a separate policy, so this will be discussed at a later date.

MOTION MADE: By Shirley Dueber to approve the second reading of the changes to Policy 514: Discrimination and Harassment Free Workplace.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously.

B. Budget Training Workshop on March 14, 2020 at 2 pm.

i. Board Members, Budget Members, and others are invited.

7. Continued

C. C-800 Tower Contract Amendment.

- i. This is the amendment that reflects the change to add a generator versus share a generator with the Tower. All fuel will be provided by C-800.

MOTION MADE: By Mary Ellen Fitzgerald to authorize the Chief to sign off on the amendment to the Communication Site Lease with C-800.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Bull Run Electric Construction Proposal.

- i. Bid for the new generator in Government Camp.

MOTION MADE: By Cliff Fortune to authorize the Chief and Blane to approve the contract proposal for the new generator at the Government Camp Station.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: The generator is an 87 gallon Diesel tank for 24 hours. There could be issues with the logistics and filling the tanks. This might be too inefficient; maybe we should do some more research. Propane tank is not an option due to code requirements. ODF has agreed to remove the old generator.

VOTE: None. Tabled until next month, so we can get more details from Blane.

8. New Business:

A. New Civil Service Position Needed.

B. Resolution 2020-001 Transferring Funds within the 2019-2020 Operating Budget.

- i. There was \$2,000.00 donated by the Resort to the Fire District. It was suggested to use the funds toward the purchase of a Fire Com Headset System for the Rescue. There is currently one in E-351 and it has been really helpful for better communication and hearing protection. A Resolution is needed in order to transfer funds from Revenue Miscellaneous and into Vehicle Maintenance Line Item.

8. B. i. Resolution 2020-01 Continued

MOTION MADE: By Cliff Fortune to approve Resolution 2020-001 Transferring
Funds within the 2019-2020 Operating Budget.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

9. Motion to Pay Bills:

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

2ND: By Cliff Fortune.

DISCUSSION: Mary Ellen Fitzgerald declared her potential conflicts of interest with
receiving a check for the S.D.A.O. Conference mileage
reimbursement.

VOTE: Passed Unanimously.

10. Board Members Comments.

A. Mary Ellen Fitzgerald – Disclosed a mishap, sent a Fraternization
Template Policy out prematurely. Thank you to everyone who participated
in the review with Bill Anderson with SDAO, we are still waiting on the
report.

B. Shirley Dueber – Thank you everyone for being here. Good Open House,
thank you C.E.R.T. for having information available.

C. Cliff Fortune – Glad to have the Government Camp Station completed.
Thank you to everyone who helped with the Open House. It was nice to
meet the new Training Company Recruits. Thank you to Marie for
stepping into the Safety Chair position.

D. Darcy Lais - Thank you to Marie for stepping up to be the new Safety
Chair. Congratulations to Scott on your promotion.

11. Executive Session. None.

12. Other New Business.

A. Special Board Meeting on Tuesday March 24, 2020 at 7 PM.

13. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:24 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant