

**HOODLAND FIRE DISTRICT #74  
BOARD MEETING MINUTES  
& 2017-2018 BUDGET HEARING  
June 13, 2017**

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, and Ron Partlow. John Ingrao, Fire Chief and Carol Norgard, Financial Manager. Guests: Lt. Scott Kline, SFF Joe Schwab, SFF Andy Figini, SFF Evan Jarvis, Melinda Revere, Corey Marlowe, Cris Crislip, and Nick Miller.

1. Call to order: By Cliff Fortune at 7:00 PM.
2. Pledge of allegiance led by Melinda Revere.
3. Open the budget hearing to the public. Are there any persons to be heard regarding the budget? None.
4. Any persons to be heard on any board topic? None.
5. Minutes of the previous meeting.
  - A. Board Meeting Tuesday May 9, 2017

MOTION MADE: By Pat Buckley to approve the May 9, 2017 Board Meeting minutes.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications.
  - A. Oregon Corrections Enterprises is the where we are purchasing most of the domicile furniture from. We will also be furnishing the Government Camp Station Remodel using OCE.
  - B. SDIS Best Practice Program. Carol answered all of their survey questions and we have met the requirements.
  - C. SDAO gave us a \$500 Fire Prevention Grant for speaking to school about Fire Prevention.

7. Reports:

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

- i. Tally: 2017 YTD is 414. We are up 37 Calls from last year. 71 calls for the month of May. The calls break down to 2 Fires, 1 Overpressure, 45 Rescue & EMS, 1 Hazardous Condition, 10 Service Calls, 10 Good Intent Calls, 1 False Alarm, and 1 Severe Weather.
- ii. Chief's Notes.
  - a. 5 MOUs (Memorandums Of Understanding) with the union. There will be a 6<sup>th</sup> one regarding intermural sports.
  - b. Image Trend. Kelli, Eric, and Scott are spending a lot of time working on getting the Image Trend System customized. Multiple webinars will be done for the staff and volunteers to show them how the program works. The planned roll out date for the new system is July 1, 2017.
  - c. Government Camp Station, still working on the cost analysis.
  - d. Will begin the preliminary work to start the process for the main station remodel.
  - e. 800 radio system is moving forward. SFF Joe Schwab has been working hard on this to get the loaner radios from Gresham Fire and CCSO.

B. Safety Committee Report by Melinda Revere.

- i. Discussed the new radio system and apparatus renumbering.
- ii. Importance of washing turnouts, especially after a fire.
- iii. Twenty one bicycle helmets were given out by the Support Group at the Bicycle Helmet Giveaway event. We should do this again next year if we are not going to do Demo Day.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Two recent fire investigations.
- ii. Fire Prevention team teaching at Welches Elementary. SFF Joe Schwab brought Fire Dog Jake and we taught about 150 children about fire safety.
- iii. The new Image Trend System will allow the fire inspections to be done electronically. It will also allow us to enter the pre-incident planning information so we can be better prepared for large fires.
- iv. Scott sent in his application for the NFA Fire Officer program.

D. I.A.F.F. 1660 Union Report by SFF Joe Schwab and SFF Andy Figini.

- i. Increased volunteer participation at night.
- ii. 24 hour shifts allow for more training.
- iii. Tyler is going to a 5 day rope class.
- iv. Joe recently attended an Active Shooter Training.
- v. Andy and Joe recently attended a shop steward training class.

7. Continued.

E. Volunteers Report by President Nick Miller.

- i. Nick and Chief Ingrao met with all of the volunteers individually. They were given one of three letters: "Good Standing," "Last Chance," or "Resignation." Two volunteers left for a jobs elsewhere, one volunteer took a leave of absence, but the rest recommitted or were already in good standing.
- ii. The increased training is helping the volunteers because they are not always available only on Wednesdays.
- iii. The new sleeper trailer is great for more space. One more bed will be added for sleepers.
- iv. 2017 Training Company is completing their FF1 in Molalla.
- v. We will be doing a Hazmat Class and Live Fire training for 2017 Training Company at HFD.
- vi. Sending volunteers to OVFA conference tomorrow in Lebanon. HFD offers this opportunity to the award winners of Rookie of the Year, Firefighter of the Year, and EMS of the Year.
- vii. 2016 Training Company Graduation is tomorrow at 7:00 PM. They are now off of probation!
- viii. A couple volunteers recently finished their EMT and more are planning to take EMT classes.
- ix. Volunteers working on getting checked off on apparatuses.
- x. Attorney John Watts recently gave his approval for the Volunteer Bylaws.
- xi. Volunteers are planning the HFD Picnic and Mic Eby's Retirement Party on August 12<sup>th</sup>.
- xii. Signing up for Physicals and Physical Agility Testing.
- xiii. Wildland Refresher coming up.

F. HEART Group by Cris Crislip.

- i. Transition of integrating HEART into the department is going well.
- ii. Working on signing up for physicals, getting door codes, and getting signed up for Active 911.
- iii. Will be soon getting access into Target Solutions for training.
- iv. HEART team is interested in being trained for Rehab and wants to train with the rest of the department and be part of the team.
- v. Nine members took the online Red Cross Shelter Training. Those nine will also be taking a county wide scenario training to be certified to staff a Red Cross Shelter. This will allow us to open up Camp Arrahwanna and the Lions Club as a Red Cross Shelter and not have to rely on someone from Portland to come up.
- vi. Recent training on Disaster Kits. Community preparedness classes have piqued interest and brought in more members of the public.

8. Unfinished Business.

A. The next Board Lunch is Friday June 30, 2017. Three said they would attend.

B. Strategic Planning Updates.

- i. Update from Attorney John Watts regarding Keystone Architecture.
- ii. Goal #1 is listed as completed and fulfilled.

C. Second Reading of Policy Number 019.

MOTION MADE: By John Pruden to approve Policy Number 019 in its second reading.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

9. New Business.

A. Motion to expend funds from Building Reserve for furnishing 24/7 domicile.

MOTION MADE: By Pat Buckley to approve spending up to \$30,000 out of the Building Reserve to furnish the domicile.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Motion to pay the bills.

MOTION MADE: By John Pruden to pay all the bills as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

11. Close the Budget Hearing.

A. Approve final budget for 2017-2018 Fiscal Year.

MOTION MADE: By John Pruden to approve the final budget for 2017-2018 Fiscal Year.

2ND: By Ron Partlow.

11. A. Continued.

DISCUSSION: There are some changes indicated in yellow and red. Increase in  
Workers Comp Costs due to the increase in payroll costs. To  
cover the increase, the amount put in the Firefighting Equipment  
and Reserve Account was reduced. Transfer funds from the  
Building Reserve Account into Package 1 to cover the monthly  
expenses for the domicile. A new motion is needed in order to  
amend the budget.

MOTION MADE: By Ron Partlow to amend the final budget for 2017-2018 fiscal year  
that the Budget Committee approved, in order to make the  
recommended changes.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. Approve Resolution 2017-01 for the 2017-2018 budget.

MOTION MADE: By Ron Partlow to approve Resolution 2017-01 for the 2017-2018  
budget as amended.

2ND: By Pat Buckley.

DISCUSSION: None.

PASSED: Unanimously.

C. Approve Resolution 2017-02 for the 2017-2018 budget.

MOTION MADE: By Ron Partlow to approve Resolution 2017-02 for the 2017-2018  
budget as amended.

2ND: By Pat Buckley.

DISCUSSION: None.

PASSED: Unanimously.

D. 2017-2018 Budget is now completed and the Budget Hearing is now  
closed.

12. Board Member Comments.

A. John Pruden – Impressed with the upbeat and positive attitude with the  
members of the department.

B. Ron Partlow – Glad that the Budget process was painless.

C. Pat Buckley – Glad that there is planning in place for the Solar Eclipse on  
August 21, 2017.

12. Continued.

- D. Cliff Fortune – Proud of paid staff and volunteers. Congratulations to 2016 Training Company for getting off of probation. Graduation celebration is tomorrow at 7:00 PM and everyone is invited. Congratulations to 2017 Training Company for completing their EMR's and are continuing to work towards their FF1.

13. EXECUTIVE SESSION, to be held under ORS 192.660 2(i) for evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 8:26 PM from regular session.  
RECONVENE: 8:38 PM into executive session.

- A. Discussion of employee fitness evaluation.

ADJORN: 8:54 PM from executive session.  
RECONVENE: 8:55 PM into regular session.

14. Other New Business.

- A. Motion to approve the engagement letter with Keystone Architecture.

MOTION MADE: By John Pruden to approve the engagement letter with Keystone Architecture for the Main Station.  
2ND: By Pat Buckley.  
DISCUSSION: None.  
PASSED: Unanimously.

15. Adjournment.

- A. Meeting adjourned by Cliff Fortune at 8:57 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant