

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
March 24, 2020

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald (Conference Call), Darcy Lais, Jacob Rackley and Cliff Fortune. Staff: Carol Norgard, BC Scott Kline, Lt. Phil Burks, SFF Brian Henrichs, SFF Matt Nicholson (Conference Call), and FF Dana Waldron. Volunteers: SFF Amanda Schmitt (Conference Call), Laura Freeman, Tom Nelson (Conference Call), Gary Brandt (Conference Call), Richard Powell (Conference Call), Deb Sinz (Conference Call), Marie Botchie (Conference Call), Lisa Kline (Conference Call), Tom Gall (Conference Call). Guests: Stephen Abel, Blane Skowhede (Conference Call), and Kirk Peterson (Conference Call).

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Pledge of Allegiance: Led by Stephen Abel.
3. Roll Call: With the meeting being offered as a conference call, a roll call was performed in the order of Board Members, Staff, Volunteers, and Guests.
4. Persons to be Heard. None.
5. Unfinished Business:
 - A. Bull Run Electric Construction Proposal/Government Camp Station Generator.
 - i. Generator Capacity: The new generator is the same power output as the current generator. The new generator will be more fuel efficient. The load in the station was decreased by switching to LED lighting. Using all 87 gallons of diesel in 24 hours would mean that all circuits on the emergency panel would be running at full capacity. Full capacity would include electric furnace, water heater, lights, receptacles, and appliances running nonstop for 24 hours. If all circuits are not ran at full capacity the fuel usage will be less.
 - ii. Refueling: If there is not an issue with refueling the old generator, there shouldn't be an issue with the new generator. The fuel tank is incorporated in the generator and will be more accessible than the old generator. The old tank was filled by Carson Oil at the beginning of the season and then was topped off with Jerry cans throughout the winter.

5. A. Bull Run Electric Construction Proposal Continued

- iii. Propane Generator: This option was eliminated since we do not have enough clearance to meet the setback requirements for the tank size that is needed.

MOTION MADE: By Darcy Lais to approve the contract with Bull Run Electric to get the generator installed and completed.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously.

- iv. Revised Bull Run Electric Construction Proposal was emailed with the Base Bid of \$29,950.00. The document was revised on March 9, 2020 and is five pages long including two exhibits. The contract will need to be signed and then emailed to Blane Skowhede. Blane will get a signature from Bull Run Electric and then send the signed contract back.

B. Remote Board Meetings.

- i. Provisions in place to allow Board Meetings to happen remotely as long as the public has a way to be involved. We will get direction from Attorney John Watts and S.D.A.O. if we need to take additional measures to stay in compliance.

6. New Business:

A. Possible fraternization policy.

- i. S.D.A.O. provided a template policy for Fraternization and Employee Personal Relationships.

- ii. The Board would like input from staff and volunteers regarding the development of this policy. Suggestion to present the information to the Volunteer Association Meeting on the 3rd Wednesday of the Month. Suggestion for a Union Employee and a Volunteer to meet with Mary Ellen to develop a draft that could be emailed out for input. Suggestion to have HR Answers complete the legal review for free versus pay for Attorney to review.

6. New Business Continued

B. Contract for Interim Chief Stephen Abel.

- i. Employment Agreement for Interim Chief provided by Attorney
John Watts.

MOTION MADE: By Darcy Lais to accept the Employment Agreement for Interim
Chief for Stephen Abel as written.

2ND: By Cliff Fortune.

DISCUSSION: Effective date is April 1, 2020. The contract is for 90 days but it
may be extended if needed. Stephen Abel reviewed and approves.

VOTE: Passed Unanimously.

- ii. The contract will be signed tonight.

7. Executive Session. None.

8. Other New Business. None.

9. Adjournment.

MOTION MADE: By Cliff Fortune to adjourn the meeting.

2ND: By Darcy Lais.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 7:35 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant