

**HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
August 14, 2018**

Those Present: Board Members: Pat Buckley, Ron Partlow, John Pruden, and Cliff Fortune. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Andy Figini, FF Debra Sinz, FF Melinda Caldwell, EMR Gary Brandt, and Sally Chester.
Guest: Blane Skowhede.

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

2. Pledge of Allegiance: Led by Pat Buckley.

3. Persons to be Heard. None.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday July 10, 2018.

MOTION MADE: By John Pruden to approve the July 10, 2018 Board Meeting Minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

B. Work Session/Special Board Meeting Minutes on Thursday August 2, 2018.

MOTION MADE: By John Pruden to approve the August 2, 2018 Work Session/Special Board Meeting Minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.

A. Thank you from C.E.R.T.

B. Thank you from patient.

C. Thank you from Frank Family.

D. Thank you for station tour.

5. Continued.

E. Thank you from patient.

F. Donation for the Benevolent Fund.

G. Thank you for assistance and doughnuts.

6. Reports:

A. Blane Skowhede.

i. Updated Proposed Component Hierarchy.

ii. The drawings will have to be modified and then they will need to be submitted to the cost estimator.

B. Chief's Report by Chief John Ingrao.

i. Tally: 2018 YTD is 632. We are up 38 calls from last year. 125 calls in the month of July. The calls breakdown to 5 Fires, 66 Rescue & EMS, 44 Service Calls, 5 Good Intent Calls, 2 False Alarms, and 3 Citizen Complaints.

ii. Will be partnering with Sandy Fire for Conflagrations.

iii. Considering using Clackamas Fire for our Fleet Services.

iv. Getting the digital 800 radios soon. Will wait to transfer until after Fire Season.

v. C-800 Radio Agency wants to add a digital tower at Brightwood Station.

vi. Hood to Coast is coming up on August 24th.

vii. Revel Marathon was successful and they want to do it again next year July 27, 2019.

C. Prevention by Chief John Ingrao.

i. Scott was able to get a lot of information from Image Trend Conference.

ii. Scott participated in a PR event at Mt. Hood Village with Sally Chester.

6. C. Continued.

iii. Recent Town Hall for County Commissioners discussed the proposed Forty Unit Complex for low income workers near the Cedars.

iv. Scott is reviewing several Permit Applications.

v. Sublimity Theater is an unpermitted venue; Scott is working with Clackamas County.

D. Safety Committee by Fire Chief John Ingrao

i. SDAO Coordinator is coming in to meet with Chief Ingrao.

E. EMS by Fire Chief John Ingrao.

i. Eric Macy was on the Conflagration and then got Poison Oak.

ii. Still have national vecuronium shortage.

iii. Stocked and ready for Hood to Coast.

F. Training by Lt. Andy Figini.

i. Tyler Myers got his Fire Officer 1 and Wildland Type 1 certifications. He recently sent in for his Engine Boss certification.

ii. Dana Waldron and Matt Garcia completed their Brush Apparatus – Type 6 Sign Offs, now they just need to do their Code 3 sign off on calls.

iii. Working on developing a new Volunteer Handbook for citizens interested in volunteering.

iv. Dana Waldron, Laura Freeman, and Byron Trelstad are volunteers currently attending Paramedic School. They are enrolled in a 14-month program at N.C.T.I.

G. Special Rescue.

H. Union by Lt. Andy Figini.

i. Eric went on Sugar Pine Fire Conflagration for ten days. Andy went on the South Valley Fire Conflagration for three days.

6. Continued.

I. Volunteers by Chief John Ingrao.

- i. August VBM is canceled.
- ii. Volunteers Matt Garcia and Pat Tritico went on Conflagrations with the Career Staff.
- iii. Several volunteers helped with USFS Resource Orders.
- iv. Those that go on conflagrations might be gone up to 14 days. USFS Resource Orders are usually day by day.
- v. HFD pays for the staff and volunteers wages during the Conflagrations and USFS Resource Orders but we get reimbursed from the State of Oregon for Conflagrations and get reimbursed by the Federal Government for USFS Resource Orders.
- vi. The State and Federal Government also pay us by the hour for the use of our vehicles. This money comes in as Incoming Revenue.
- vii. No reimbursement for Mutual Aid Responses.

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

- i. July 21st Quarterly Training at the Brightwood Station. Worked on evacuation, 360 Size Up, radios, and communications.
- ii. August 4th Garage Sale – Four CERT members helped with Traffic Control.
- iii. August 13th Hazardous Materials Training had great attendance.
- iv. September 10th CERT Basic Class starting. Will be doing a Buddy System/Mentor Program for the new recruits. The new recruits will be doing pre-work before they come in so that there can be more hands-on training.
- v. Posting Flyers in the community to spread the word about the upcoming CERT Basic Class.

K. Support Group by Sally Chester.

- i. Provided 30 grab and go lunches for the Mt. Hood Marathon.

6. K. Continued.

ii. Support Group sold 42 tables, which was record number. Will come up with plans to make the parking more efficient for next year.

iii. Eliminated all of the games for the young kids at the picnic and it worked out well.

iv. Will be at the station from 9am-5pm to serve the Hood to Coast Lunch.

v. Planning Christmas Party and will be getting a new Santa Suit.

7. Unfinished Business.

A. Board Lunch on Friday August 24, 2018 Hood to Coast.

B. Strategic Planning Updates.

i. Keystone Proposed Component Hierarchy – Government Camp Station Rebid.

ii. AMR Response Times Image Trend Report.

8. New Business.

A. IGA Stranded Workers Agreement.

i. This has been reviewed and approved by John Watts. Multi-County Agreement so that if there was a major event and another agency's members were in our area, they could report to our station and work.

MOTION MADE: By Cliff Fortune to approve the IGA Stranded Workers Agreement.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. Supplemental Budget Hearing.

i. Because the changes with the Government Camp Station Funds, Savings Accounts, and Contingency Funds adjusted the budget by more than 10% a Supplemental Budget is required.

8. B. Continued.

ii. Because of going to 24 hour coverage and the increase in overtime, at the end of the last budget there was not enough money to cover the comp cash out. To cover this some money was used out of the Savings Accounts to cover the payroll and payroll expenses. We have to reflect this adjustment in the supplemental budget.

iii. Government Camp Station remodel funds were not spent in last years budget, so they need to be added to this budget, so the money is available to spend in this year's budget.

MOTION MADE: By John Pruden to approve the Supplemental Budget for 2018-2019.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

C. ODF Grant Award.

i. We got an ODF Grant Award for \$5,000 towards new hoses and nozzles.

9. Motion to pay the bills.

A. Pay all bills as submitted.

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

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Cliff – Sorry for not making it to the last couple meetings. Will probably not be able to make it to the Sept and Oct meetings. Also missed the Picnic, heard great things. Thank you to everyone for your dedication.

B. Ron – Encouraging hearing the explanation and clarification of the issues.

C. John – Impressed with the overall crew and how everyone works together as a team.

D. Pat – Great Picnic, it was a lot of fun. Good to hear about the thank you letter from a patient where HFD crews advocated for a patient's wishes to

10. D. Continued.

be transported to their hospital of choice.

11. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:31 PM from regular session.

RECONVENE: 8:38 PM into executive session.

A. Discussion regarding personnel matters.

B. Discussion regarding legal issues.

C. Discussion regarding Patient/Doctor information.

ADJOURN: 8:46 PM from executive session.

RECONVENE: 8:47 PM into regular session.

12. Other New Business.

A. Add a Financial Report each month to the Board Packet with Basic/ Common Language.

13. Adjournment.

Meeting adjourned by Pat Buckley at 8:49 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant