

**HOODLAND FIRE DISTRICT # 74  
BOARD MEETING MINUTES  
November 13, 2018**

Those Present: Board Members: Pat Buckley, Ron Partlow, John Pruden, Cliff Fortune, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Phil Burks, SFF Joe Schwab, SFF Kevin Frank, FF Brian Henrichs, FF Matt Nicholson, FF Matt Garcia, EMR Gary Brandt, and Sally Chester. Guest: Blane Skowhede.

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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 October 9, 2018.

MOTION MADE: By John Pruden to approve the October 9, 2018 Board Meeting Minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.

A. \$30 Donation will be added to the Benevolent Fund.

6. Reports:

A. Blane Skowhede.

i. Government Camp Station Remodel:

a. The project is currently on hold until we hear back from Clackamas County to find out if they will extend their January 29<sup>th</sup> deadline.

b. Questions regarding the TIF contract page 41 and 42. Would this qualify as an "in house" project? The recommendation is to proceed with bidding the project all together.

6. A. Continued

- c. It is not possible to finish ALL construction by January 29<sup>th</sup>.  
Finishing all construction would include finishing the drawings, revising the building permit, getting bids and spending all of the money by January 29th.
- d. Clackamas County is trying to get their board approval for an extension by Thanksgiving.
- e. Board approval is needed for Blane to proceed with Addendum #2 to keep working on the project while waiting for the county's decision.

MOTION MADE: By John Pruden to approve Addendum #2 to keep the Government Camp Station Remodel Project Moving Forward.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

- f. Chief will follow up with John Watts regarding Addendum #2.
- g. Chief will contact a Clackamas County Commissioner for assistance.
- h. If there is something Blane needs approval for, please don't wait until the next board meeting. The board wants to keep the process moving.

B. Chief's Report by Chief John Ingraio.

- i. Call Count – Up 102 calls from last year. This includes 51 from one individual since August. We have made contact with the AMR Community Medic for assistance.
- ii. Lt. Figini, SFF Myers, and FF Kooch took Engine 353 to California for the Camp Fire Conflagration.
- iii. Open Burning is now allowed. Having issues dealing with unfunded mandates from DEQ Smoke Issues and ODF regulations. We are allowing the burning of piles less than 5x5 without a permit. Larger piles will need a special permit written by the Fire Marshal.

6. B. Continued

- iv. In the process of coming up with a fee recovery ordinance which will include cost recovery for nuisance complaints. This will be discussed further at the upcoming Work Session.
- v. Fire Wise Community Program funding was cut. Chief Ingrao contacted the Revel Marathon for a donation for this program. The donated money was given to three Fire Wise Communities in our district. Some of the donation money was used in Government Camp to hire a chipper for fuel mitigation.
- vi. Fleet Services – FF Henrichs is the program manager. Chief is currently going over the bids from Hughes Fire and Clackamas Fire. We will need a Board Motion to pick a vendor in December. All of the pump testing was able to get done in two days.
- vii. 800 Radio System – SFF Schwab is the program manager. Still on track to go to the digital system. We will be receiving digital 800 pagers for staff and volunteers as part of the Bond. The pagers will work where ever the radios work. After the switch over, we will need a Board Motion to surplus the VHF voice pagers to recoup some funds.
- viii. Third Saturday Drill is November 17<sup>th</sup> which will be a practice drill at one of the Burn to Learn Houses. The first Burn to Learn will be on December 8<sup>th</sup>.

C. Finance by Financial Manager Carol Norgard.

- i. Condensed budget snapshot: This report was created to explain why we need the \$1.2 million in Cash Carryover funds to cover from the beginning of the budget in July until we receive the Tax funds in mid-November. This will need to be higher in the next budget year. We are doing alright this year because of some unexpected funds received. We will now get 80-90% of tax funds in the next 6 weeks.
- ii. A question regarding what were the Revenue Misc. in November – Answer: Personal Cell Phone Payment. A question regarding what is the Revenue Interest for November – Answer: Interest Payments are not received until the end of the month.
- iii. Received reimbursement funds from the South Valley Conflagration. Still waiting on other agency reimbursement funds.

6. C. Continued

- iv. Out of State California Conflagration: They have up to two years to reimburse the funds. They are trying to streamline this process to get the funds reimbursed quicker.

D. Prevention by Lt. Scott Kline.

- i. Working on getting the Compliance Engine program up and running for the inspection notification for sprinkler systems and alarm systems for businesses.
- ii. Started issuing large burn permits, currently have six active burn permits. Working to come up with a fee system to charge fees for burn permits and illegal burning.
- iii. New construction and plans review for a new development in Welches. Scott has concerns regarding water for fire suppression and lack of hydrants.
- iv. Fire Prevention – Open House last month had a great turnout.
- v. ISO Requests are ongoing.
- vi. Image Trend – Working on Hydrant, Inventory, and Permit Modules.

E. Safety Committee by Chief Ingrao.

- i. Working on some minor issues brought up by the Safety Committee and will be adding mirrors to the ATV and adding tread to the slippery stairs.

F. EMS by Chief Ingrao.

- i. Eric got approval from Dr. Murray to purchase meds that were on a National Shortage from a local Compounding Company. So this is good option for the future.
- ii. Still waiting for AMR's response report.

G. Training by Chief Ingrao.

- i. Planning lots of training with the three Burn to Learn Houses.

6. G. Continued

ii. Planning to burn the three houses in December, January, and February.

iii. Offered to let CCSO use the houses for training as well.

H. Special Rescue by Chief Ingrao.

i. Will be putting the snow tracks on the ATV soon.

I. Union by Joe Schwab.

i. No report.

J. Volunteers by Nick Miller.

i. Spooky Alley – Good volunteer turnout!

ii. Several volunteers are busy in Paramedic School.

iii. Changing the date of the VBM to one week after the Board Meeting versus the day after. Usually will fall on the third Wednesday of the month.

iv. Will be getting nominations and voting on a new Volunteer Board.

v. We will be voting in CERT and Support Group members that have been active for more than a year.

vi. Volunteers are excited for the Burn to Learns so they can practice with live fire.

vii. No training company this year due to lack of applications turned in. This year there will be several training academies designed to increase the current volunteers skills and training.

K. C.E.R.T. by Sally Chester.

i. Thank you to everyone at HFD for the CERT Basic support.

ii. Everyone that went through the CERT Basic class wants to be an active member. So we now have 16 active members.

iii. Members completed over 312 hours of participation since the last board meeting.

6. K. Continued

iv. Community Outreach and Public Education included HFD Open House, Sandy Hospice Presentation, Spooky Alley, and Mt. Times Education Advertisement.

v. Trying to get members signed off to be able drive a truck to tow the CERT Trailer.

vi. Will be applying for a grant for fire extinguishing training - burn unit.

L. Support Group by Sally Chester.

i. Added a new member, so there are currently 21 active members.

ii. Last month helped with Open House, CERT, and Spooky Alley.

iii. Next month will be decorating the station, planning the Christmas Party, and helping provide food for the Burn to Learns.

iv. Teen members received Pioneer to the Core Awards for Water Polo.

7. Unfinished Business.

A. Board Lunch on Friday November 30, 2018.

i. 3-4 Board members said they will attend.

B. Work Session on Saturday November 17, 2018 from 9-12pm.

i. Cliff will not be able to attend.

ii. Will be discussing the local option levy and fee recovery ordinance.

C. Board CPR Class on Sunday November 18, 2018 from 9-2pm.

i. Cliff and Darcy will not be able to attend.

ii. The Board would like to cancel the CPR Class and reschedule.

iii. We will send an email regarding rescheduling. Sunday November 25, 2018 was the other option previously offered.

iv. The class can be open to others including CERT. Max in the class is 10 per one instructor.

7. Continued

D. Strategic Planning Updates.

- i. See the letter sent to Mr. Queener of Clackamas County asking for an extension. We are still waiting for a response.

8. New Business.

A. Staff report regarding Government Camp Hydrant Snorkel Program.

- i. Would like to purchase eight new snorkels for key hydrants in Government Camp so we have access to the water when the hydrants are buried in snow. The old ones are getting worn out.
- ii. Would like to use \$20,400 out of the Firefighting Equipment Reserve Account to pay for this non-budgeted purchase.

MOTION MADE: By Cliff Fortune to authorize the \$20,400 purchase out of the Firefighting Equipment Reserve Account for eight new snorkels for the hydrants in Government Camp.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

9. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy – Thank you Brian for all the work you are doing on the apparatus! Having apparatus in top shape is very important. Looking forward to getting an apparatus contract in place.

B. Cliff – Sorry for not being around the last couple months. Great job at Spooky Alley.

C. Ron – Looking into details for what he wants to do.

D. John – Good job Brian for being proactive in taking care of the equipment.

10. Continued

E. Pat – Spooky Alley was a lot of fun! Learned a lot at OFDDA Conference.

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

RECESS: 8:26 PM from regular session.

RECONVENE: 8:36 PM into executive session.

A. Discussed an employee issue.

ADJOURN: 8:57 PM from executive session.

RECONVENE: 8:59 PM into regular session.

12. Other New Business.

A. Personnel situation.

MOTION MADE: By Darcy Lais for Fire Chief John Ingrao to proceed in dealing with the personnel situation.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

13. Adjournment.

Meeting adjourned by Pat Buckley at 9:00 PM

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant