

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

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, Ron Partlow, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, SFF Tyler Myers, FF Tom Nelson, FF Dana Waldron, FF Susan Mikolasy, Sally Chester. Guests: John Watts and Blane Skowhede.

1. Call to order: By Pat Buckley at 7:00 PM.
2. Pledge of allegiance led by John Pruden.
3. Swearing in Ceremony.
  - A. SFF Tyler Myers sworn in by Chief John Ingrao and pinned by his family.
4. Awards.
  - A. Sally Chester was presented by the Support Volunteer Above and Beyond Award.
  - B. Tom Nelson was presented with the Support Volunteer of the Year Award.
5. Persons to be heard. None.
6. Approval of the minutes.
  - A. Board Meeting Minutes on Tuesday January 9, 2018.

MOTION MADE: By Darcy Lais to approve the January 9, 2018 Board Meeting minutes as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- B. Work Session Meeting Minutes on Saturday January 27, 2018.

MOTION MADE: By John Pruden to approve the January 27, 2018 Work Session Meeting minutes as submitted.

2ND: By Ron Partlow.

DISCUSSION: Darcy was unable to attend.

PASSED: Four ayes and one abstain.

7. Communications.

A. Thank you letter from Sandy Fire regarding our help for covering their district during their banquet.

B. Government Camp Water notice of an increase of up to 75%.

C. Donation to the Benevolent Fund.

D. Thank you card from John Pruden.

8. Reports:

A. Chief's Report by Chief John Ingrao.

i. Tally: 2018 YTD is 105. We are down 40 Calls from last year due to mild weather. 76 calls in the month of January. The calls breakdown to 2 Fires, 48 Rescue & EMS, 3 Hazardous Condition, 8 Service Calls, 13 Good Intent Calls, and 2 False Alarms. We have decided to not go on the calls over 6,000 feet elevation (higher than Timberline Lodge) for safety. We offered other help including Susan who responded as a T.I.P. Member.

ii. Chief's Notes:

a) Local 1660.

b) Duty Officer Training.

c) Training.

d) Fire and EMS Reporting: Scott will be going to Minn. for more training in March.

e) Government Camp Station.

f) Main Station.

g) Joint District (Sandy/Hoodland) Testing: We will start the process before Sandy, because they want to wait.

h) New Hires.

i) Flir.

B. Prevention.

i. Inspections.

ii. New Constructions/Plans Review.

a. Going to an Oregon Fire Chief's Round Table regarding Fire and Building Codes.

iii. Fire Prevention Activities.

8. B. Continued

iv. Fire Investigations.

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v. ISO Requests.

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vi. GIS Projects.

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vii. Ongoing Projects.

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a. Going to Minn. in March for additional training.

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b. Recently applied for an AFG Grant to get \$560,000 for communications equipment.

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viii. Trying to identify unsafe bridges due to a recent incident that caused some minor damage to one of our engines.

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C. Volunteers.

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i. It was nice to see everyone at the Banquet old and new. We need to make sure we are tracking and recognizing our Lifetime Members.

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ii. EMR Class is going well and volunteers are signing up to help.

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iii. Lots of Volunteers working 12 hour shifts. Nick wants to track this.

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iv. Estacada Banquet Standby is February 24, 2018.

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v. Will start recording the Volunteer Meeting minutes for better documentation.

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D. C.E.R.T.

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i. Sixteen core members.

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ii. Presented the Awards from the Eclipse.

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iii. Quarterly training will be increased to five to six hours.

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iv. Trainings are more active and hands on.

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v. Creating a standard of participation.

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vi. Still waiting to hear back about the PPE Grant that we applied for.

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8. D. Continued

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- vii. Nine people have shown interest in a six week C.E.R.T. Basic Class in July 2018.
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E. Safety.

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- i. Lack of lighting near the day room door has been addressed and an electrician has been contacted.
  - ii. Boot chains will be issued to Combat Firefighters. Support Group declined getting boot chains.
  - iii. Near Miss on an incident. Good decision by Macy to not stand behind vehicle and spot from the side.
  - iv. Increased Winter Driving Training is recommended. Andy is aware and is coming up with a plan.
  - v. Support Group got a step ladder to stay in the Caboose so people won't climb the shelves to get things.
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F. Union.

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- i. Matt and Brian have completed their training and are now placed on their permanent shifts.
  - ii. Engine Boss Training was well attended by our staff and volunteers along with outside union members from other departments.
  - iii. Redoing a Fit for Duty SOG.
  - iv. Revamped the Duty Officer MOU.
  - v. Looking at the Standard of Conduct for all employees.
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G. EMS.

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- i. Ongoing medication shortage issues.
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H. Support Group.

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I. Special Rescue.

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- i. New enclosed ATV Trailer. This will reduce our response time to get it to the scene.
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9. Unfinished Business.

A. Board Lunch Friday February 23, 2018.

- i. Three board members said that they will be able to attend.

B. Strategic Planning Updates.

i. Blane Skowhede – Government Camp Station Update.

- a. Received questions from the County regarding the building permit and Blane is submitting the answers.

ii. Student Resident Program.

- a. Draft of the program that is in the works for staffing Government Camp.

- b. Government Camp residents are very excited for this program.

10. New Business.

A. Budget Committee Candidates.

- i. Shirley Dueber would like continue on the Budget Committee for another three years.

MOTION MADE: By Cliff Fortune to reappoint Shirley Dueber for another three year term.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

- ii. One person showed some interest in joining the Budget Committee but has not confirmed their commitment.

B. C-800 Radio Payment.

- i. Our payment is due soon for going to Digital 800 Radios.

10. Continued

C. Resolution No. 2018-01: To spend reserve funds within the 2017-2018 operating budget.

i. To spend \$10,000.00 on iPads, licenses, software for CAD integration in the 2017-2018 Budget from the Firefighting Equipment Services and Supplies Reserve Fund.

MOTION MADE: By John Pruden to adopt Resolution 2018-01.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

11. Motion to pay the bills.

A. Pay all bills as submitted.

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

2ND: By John Pruden.

DISCUSSION: Cliff Fortune and Pat Buckley declared their conflict of interests.

PASSED: Unanimously.

12. Board Members Comments.

A. Darcy – Sorry I missed the banquet, was sick with the flu.

B. Ron – Good to see a crowd.

C. Cliff – Thanks to the volunteers for the great banquet. Congrats to all the award winners including Tom and Sally. Thank you Susan for joining TIP.

D. John – Thank you HFD for all of your support!

E. Pat – SDAO conference was great. Welcome John Watts to the board meeting.

13. EXECUTIVE SESSION, to be held under ORS 192.660 2(b) Discipline, dismissal, charges or complaints against an officer, employee or agent, UNLESS he/she requests a public session and 2(h) Consult with legal counsel regarding current litigation or litigation likely to be filed.

RECESS: 7:48 PM from regular session.

RECONVENE: 7:54 PM into executive session.

A. Discussion with legal counsel regarding Cell Tower.

13. Continued

B. Discussion with legal counsel regarding an employee issue.

ADJOURN: 9:11 PM from executive session.

RECONVENE: 9:12 PM into regular session.

14. Other New Business.

A. Learned about pending legislation regarding the state's help in subsidizing PERS at the SDAO Conference.

i. Carol will be tasked with investigating this further.

15. Adjournment.

Meeting adjourned by Pat Buckley at 9:14 PM

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard  
Financial Manager

Notes Typed By: Kelli Ewing