

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
May 14, 2019

Those Present: Board Members: Pat Buckley, Cliff Fortune, Darcy Lais, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Andy Figini, SFF Joe Schwab, SFF Kevin Frank, SFF Tony Hadeed, SFF Tyler Myers, SFF Matt Nicholson, FF Matt Garcia, Deb Sinz, Gary Brandt, Sally Chester. Guests: Shirley Dueber and Blane Skowhede.

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

2. Pledge of Allegiance: Led by Mary Ellen Fitzgerald.

3. Persons to be Heard. None.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday April 9, 2019.

MOTION MADE: By Cliff Fortune to approve the April 9, 2019 Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

B. Budget Committee Meeting Minutes on Thursday April 18, 2019.

MOTION MADE: By Darcy Lais to approve the April 18, 2019 Budget Committee Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.

A. Thank you from CCOM for Firefighter's Appreciation Week.

B. Thank you message on Facebook for HFD assistance with an injured cat. Thank you to SFF Joe Schwab who was on scene.

6. Reports:

A. Blane Skowhede - Government Camp Station.

- i. There have been four meetings so far. Construction is going well and there are no major issues so far.
- ii. Four cost proposals regarding adding carpeting in sleeping room 102, adding sheet vinyl flooring in the water closet, adding the replacement of the fire alarm system, and removing the door boring so Scott Kline can take care of this.
- iii. Issue: Fire sprinkler pipe will need to be moved outside. There will be need for excavation. Forest Service has already approved this.
- iv. Certified payroll for subcontractor was approved so the first payment can be made to the contractor.
- v. The project is 25% completed.

B. Chief's Report by Fire Chief John Ingraio.

- i. Staff report under New Business regarding Main Station seismic study.
- ii. County ASA – Clackamas Fire has received county approval for a six month test to take over their service area from AMR. We are hoping this will allow for more AMR availability in other areas.
- iii. C.E.R.T. is working on a Fire Prevention/Firewise Education program for the community.
- iv. Tally: 2019 YTD is 370. We are up 59 calls from last year. 69 calls in the month of April.

C. Finance by Financial Manager Carol Norgard.

- i. Summary Budget Report for March 2019 and April 2019 by package. Recent LGIP transfers are listed at the bottom.
- ii. Summary Year to Date Budget Report by package.
- iii. Detailed Year to Date Budget Report.
- iv. Transaction Detail Report for April 2019 and May 2019 that lists the details on checks issued, electronic transfers, and direct deposits.

6. C. Continued

- v. Some packages will go over, but Board approval is not needed unless the package goes over by more than 10%. The State is more concerned with the overall budget not going over.

D. Prevention by Fire Chief John Ingrao:

- i. Scott is currently attending the State Fire Marshal's Conference.
- ii. Scott is now the C.E.R.T. liaison because C.E.R.T. is helping out with more Fire Prevention education.
- iii. Scott's reply to Government Camp CPO regarding the ISO re-rating process was well received.
- iv. Inspection enhancements will be discussed further in Executive Session.

E. Safety by SFF Kevin Frank:

- i. Lighted Exit signs have been added at the Main Station and Brightwood Station.
- ii. Gravel was added near the East Shed to help with the step issue.
- iii. The shelving units in the Support Group Room and the Caboose will be inspected to see if they are fastened to the wall.
- iv. The next building inspection is scheduled for Saturday May 18, 2019.

F. EMS by Fire Chief John Ingrao.

- i. Citizen CPR is not currently being offered due to limited interest and staff availability. We are still scheduling CPR classes for Community Groups. We would like to get more CPR instructors Certified.
- ii. EMT B, EMT I, and EMT P are all due for Recertification and most have been completed.
- iii. Eric met with the ASA Strategic Planning Task Force.

6. Continued

G. Training by Lt. Andy Figini.

- i. Received some interest via email regarding our Volunteer Academy. A start date will be scheduled for Fall 2019.
- ii. Matt Garcia attended a Forcible Entry class.
- iii. Dana Waldron received his Wildland Type 2 Certification.
- iv. Second Burn to Learn was on May 4, 2019, which was well received. Thank you to C.E.R.T. for Rehab and Support Group for lunch.
- v. Starting Wildland Refresher and Physical Agility Testing for all Combat Firefighters to be completed by the end of June.
- vi. ODOT will be instructing us on a chainsaw safety class at the end of June.

H. Special Rescue.

- i. No Report.

I. Union by SFF Joe Schwab.

- i. Will be discussed later in the agenda.

J. Volunteers by SFF Tony Hadeed.

- i. Heard positive feedback regarding the Burn to Learn. Thank you to Andy and crew, C.E.R.T., and Support Group.
- ii. Dana, Matt G, Byron, and Laura are doing well in Paramedic school, have heard good things, keep up the good work.
- iii. Volunteers will be helping out with the Revel Marathon in June and the Timberline Rim 4th of July Parade.

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

- i. Members have put in over 362 volunteer hours.
- ii. Nora has completed the Train the Trainer course, so she is now a Certified C.E.R.T. trainer.

6. K. Continued

- iii. Five C.E.R.T. members are currently attending TIP training classes to get Certified.
- iv. C.E.R.T. will be working closely with Scott Kline on their summer campaign. The "old library" space has been reserved at the Hoodland Shopping Center from June through August. C.E.R.T. will offer classes and provide information to the community regarding Firewise Safety and Fire Prevention. C.E.R.T. is handing out flyers in the community to spread the word.
- v. PPE Grant was approved but the funding still hasn't been received. Currently working out what to purchase with the funds.
- vi. ITS Grant status is unknown.
- vii. C.E.R.T. is advertising monthly in the Mountain Times.

L. Support Group by Sally Chester.

- i. Re-branded the Spring Fling Breakfast to be the "Mountains of Thanks First Responder's Breakfast." There was a good turnout and local First Responders were also invited including AMR, OSP, CCSO, etc. Hoodland First Responders were also given surprise Thank You cards and gift baskets of goodies the week leading up to the Breakfast.
- ii. Provided lunch on scene for the Burn to Learn.
- iii. Support Group is working well with C.E.R.T. as a team.
- iv. Support Group and C.E.R.T. are still on standby for a CPR class.
- v. Bike Helmet Giveaway on June 12, 2019 at the Lion's Club.
- vi. Garage Sale is scheduled for August 10, 2019.

7. Unfinished Business:

A. Strategic Planning Updates.

- i. Government Camp Station remodel is moving forward.
- ii. Working on getting a seismic study on the Main Station.

7. A. Continued

- iii. Will schedule a joint Board function with Sandy Fire after the election, sometime in June or July.

B. Second Budget Committee Meeting on Thursday May 23, 2019 at 7:00 pm.

C. Health Insurance Contract for 2019-20.

- i. The Northwest Firefighter Relief Association Health Insurance Plan was presented as an alternative by the Union.

- ii. Final numbers were received and Hoodland Fire will save money by going to this plan. The employees will also save money on copays.

- iii. Historically the NWWFRA has had single digit yearly increases.

MOTION MADE: By Mary Ellen Fitzgerald to approve the NWWFRA Health Insurance Plan for 2019-2020 and accept the Northwest Firefighter Relief Association's Joinder Agreement.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

D. Fire Chief Contract - Second Addendum.

- i. Chief Ingrao wants to have health insurance coverage added to his contract. This was approved by the Board at the April Board Meeting.

MOTION MADE: By Darcy Lais to approve the Second Addendum to Chief Ingrao's contract.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Mary Ellen expresses concern that there should have been more information and discussion regarding this change before the last Board Meeting. Cliff expresses concern that this should have been handled differently it should have been voted on during the first part of the regular Board Meeting in April.

PASSED: Three Ayes by Pat Buckley, Mary Ellen Fitzgerald, and Darcy Lais. One Nay by Cliff Fortune.

8. New Business:

A. First reading to change Policy No. 801: Roles and responsibility of the District Safety Coordinator, Safety Committee, and Injury Reporting.

MOTION MADE: By Cliff Fortune to approve Policy No. 801 on the first reading.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

B. First reading to delete Policy No. 802: Reporting on the job injuries.

MOTION MADE: By Cliff Fortune to approve deleting Policy No. 802 on the first reading.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

C. Keystone Architecture/Associated Consultant's Main Station Seismic Study.

i. Keystone Architecture recommended Associated Consultant's to do a seismic study on the Main Station.

ii. A new seismic study needs to be completed on the Main Station before we can apply for a Seismic Grant.

MOTION MADE: By Cliff Fortune to allow Chief Ingrao to enter into a contract with Associated Consultant's, Inc. to complete a seismic study on the Main Station.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

D. Union Contract.

i. Contract was reviewed by District Attorney John Watts.

ii. There were some language changes to Article 13.9 prohibiting using Resident Volunteers to cover Union Shifts.

iii. There were some language changes to Article 26.1 regarding the duration of the contract.

iv. Union is requesting a COLA +1% increase every year.

8. D. Continued

v. Mary Ellen Fitzgerald had questions and concerns regarding firefighter salaries, step increases, incentives, vacation, etc. Questions regarding how Hoodland compares to other fire districts with their salaries.

vi. Cliff Fortune suggests tabling the contract until the next board meeting, so the results of the Levy are known. If the Levy doesn't pass it might be hard to afford the Union salary increases. Chief Ingrao explains that the Levy funds will not affect the Union salaries in the 2019-20 budget.

vii. Chief Ingrao explains how Chief Ingrao, Board Representatives, and the Union Representatives worked in good faith to come up with a reasonable contract. Delaying the signing of the Union Contract will impact the employees.

viii. Due to the likely event of a split vote. Pat Buckley would like to table the signing of the Union Contract until next month.

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 Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy – Andy good job on the Burn to Learn, you put in a lot of work. Good to hear that we have four volunteers doing well in Paramedic school. Glad to hear that Government Camp Station is 25% complete.

B. Cliff – Thank you Kevin for taking over as Safety Committee Chair. Thank you Tony for taking the time to be the Volunteer President. Sally and Deb thank you for everything you do, glad to hear about you getting involved with the TIP program. Couldn't attend, but heard good things about the Spring Fling.

C. Mary Ellen – Excited about Firewise education for the community and would like to chat about the plans. Chief Ingrao was well received at the Government Camp CPO meeting. Mary Ellen wants the firefighters to know that she supports them and that they will feel her support.

10. Continued

D. Pat – Ditto. Glad to now have the support of the Government Camp CPO.

11. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 8:25 PM from regular session.

RECONVENE: 8:37 PM into executive session.

A. Discuss Labor Negotiations for the Administrative Staff.

ADJOURN: 9:00 PM from executive session.

RECONVENE: 9:02 PM into regular session.

12. Other New Business.

A. Financial Manager Contract.

B. Administrative Assistant Contract.

MOTION MADE: By Darcy Lais to allow Chief Ingrao to enter into contracts with the Financial Manager and the Administrative Assistant.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

13. Adjournment.

MOTION MADE: By Pat Buckley.

ADJOURNMENT: Meeting adjourned at 9:03 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant