

**HOODLAND FIRE DISTRICT #74**  
**BOARD WORK SESSION MEETING MINUTES**  
**MARCH 12, 2022**

Those Present: Board Members: Shirley Dueber, Nora Gambée, and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief and Kelli Ewing; Administrative Assistant.

1. Call to Order By: Shirley Dueber at 10:05 AM.
2. Roll Call.
3. Work Session Topics.
  - A. Reserve Accounts Discussion.
    - i. Per Oregon Statute every 10 years the governing body must review the Reserve Funds and decide if they should be continued or abolished.
    - ii. Hoodland Fire District has three Reserve Funds: Apparatus Reserve Fund, Building Reserve Fund, and Firefighting Equipment, Services, and Supplies Reserve Fund. These funds are limited and they can only be used for the specific purpose established.
    - iii. Fire Chief Suggestion: Abolish the Building Reserve Fund, and the Firefighting Equipment, Services, and Supplies Reserve Fund and redistribute those funds into the existing Apparatus Reserve Fund and a new Capital Expense Reserve Fund.
    - iv. Currently the Apparatus Reserve Fund is underfunded to meet the future apparatus replacement needs of the District. The goal would be to save \$150,000/year to cover apparatus replacement needs. By doing our best to fund future apparatus replacement we would not need a GO Bond to replace apparatus.
    - v. Board Concern: If in the future Hoodland Fire is planning to go to the voters to pass a GO Bond for a new station it would be good to show the public that we have been trying to save and can contribute some funds towards the project.
    - vi. Reserve Account balance overview.

3. A. Continued

vii. A new Type 1 Fire Engine is expected to cost around \$500,000 at this time, this will go up with inflation. Currently there is \$240,993 in the Apparatus Reserve Fund.

viii. Considering using a mobile unit for administrative offices and doing some minor upgrades in the station to convert the offices into bedrooms and workout room.

B. Strategic Plan Update.

i. Funding/Budgeting.

a. Projected financial planning will be updated again when the new CBA is finalized.

b. Long Term Funding is still dependent on the Levy unless staffing is changed back to 12-hour shifts.

c. Continuing to apply for grants. Received grants for SCBAs, PPE, and Firewise for Government Camp.

ii. IT Upgrades.

a. Upgraded to the Cloud to Office 365. Computers will continue to be upgraded on a as needed basis.

b. In the process of getting quotes to upgrade the phone system to VOIP.

iii. Communications.

a. District Calendar/Board Calendar created on a spreadsheet. Board Suggestion: Add upcoming events to the Board Agenda. Add events to the Outlook Calendar for electronic access.

b. External communication with the public is through Facebook, Hoodland Fire website, and Mt. Times articles. Continuing to encourage the public to sign up for Emergency Communication through Clackamas County Public Alerts.

c. Internal communication is mostly done through email. All members have access to the new Office 365 accounts.

3. B. Continued

iv. Living Quarters.

- a. Considering shifting the plan to move the crew quarters inside the station due to the building code issues of placing a modular residential unit.

v. Volunteers.

- a. Government Camp Station is continued to be staffed with three volunteers.

- b. Reworked the training calendar to offer more training and to inform every one of the plans for the next six months. We are still struggling to get a bigger attendance at the drills.

- c. COVID-19 restrictions have impacted the ability to recruit, train, and welcome volunteers.

- d. Board Suggestion: Meet with volunteers who have resigned to get information regarding their experience and suggestions for improvement so Hoodland Fire can improve retention.

- e. We are welcoming to non-traditional volunteers who want to help clean, file, etc.

- f. Board Suggestion: Think outside the box to recruit younger volunteers. Meet with employers such as Timberline and Windell's to get their help.

- g. Will be recognizing Volunteers at the Picnic and in the Mt. Times.

vi. CPR.

- a. Trying to provide a service without having to pay overtime is a struggle.

3. B. Continued

vii. Community Involvement.

a. Cancelled Open Houses for 2020 and 2021 because of COVID-19. Planning to do an Open House in 2022.

b. Fire Chief Price continuing to attend CPO meetings.

c. Plans to get more involved in the community and participate in more events.

viii. Inspections/Pre-Fire Plans/Hydrants.

a. Company Inspection Class: waiting on OSFM to offer training. When members are trained to do inspections, this will relieve some of DC Kline's burden.

b. Pre-fire plans, target hazards, and hydrants still in progress.

ix. Firewise.

a. Hoodland Fire will be facilitating the WUII Grant through ODF. The project will be inspected, and work will be completed and then the homeowner will ask for reimbursement. The grant already has limitations in place.

b. Will be training volunteers to get the word out on how neighborhoods can become certified Firewise Communities.

c. Plans to host events to fund a contractor to chip and haul off debris.

d. Considering purchasing and gifting battery-operated pole saws to community groups.

e. Summer home youth volunteer program was done through a grant (not available). Board Suggestion: The Ant Farm can help provide resources to residents that need help with yard maintenance.

x. Policies/SOGs: Still in progress, almost complete.

xi. Standards of Cover: Still in progress.

3. B. Continued

xii. Safety:

a. NFPA Safety Officer (for incidents): DC Brian Henrichs and/or Lt. Evan Jarvis will be taking training classes to get certified.

b. OSHA inspection revealed a few Serious items that are being addressed.

c. HazCom Program needed – in progress.

C. SDAO Assessment Update.

i. Policy needed that explains how the Fire Chief will not be given raises until Strategic Plan is evaluated each year.

ii. Reviewing SOGs and adding new ones and getting rid of ones that we don't enforce.

iii. Staff Evaluations and Fire Chief Goals have been completed.

iv. In process of updating the onboarding process for new career firefighter hires.

v. In process of updating our Standards of Cover. This document is important to educate the community and limit our liability. It will explain the gaps between the NFPA standards and what we can do. It also lets the community know that if they want additional response or quicker response, it will cost more.

vi. Fire Response:

a. We have not been benchmarking the calls when we get 14 on scene because they are coming from other districts and they stagger in.

b. We do benchmark 2 IN – 2 OUT.

c. Because of lessons learned we will be modifying our operating modes to add a Rescue Mode which will align with other Districts in Clackamas County.

3. C. vi. Continued

d. Because of lessons learned we will be modifying drills to account for limited staffing.

vii. Moving forward with the plan to move the crew quarters inside.

viii. Continuing to train new volunteers through recruit academies. There are currently five recruits in the Fire Training Academy.

ix. Through the budget process will again be moving money that was not allocated in the budget into the Reserve Accounts.

x. Members will be trained through a NFPA Safety Officer class.

xi. OSHA Consult went well. They identified items to fix and those items are in progress.

4. Additional Topics.

A. Division Chief Schedule Change.

i. Plans to change DC schedules to cover weekends in July 2022.

5. Adjournment by Shirley Dueber at 12:02 PM.

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant

Notes Typed By: Kelli Ewing, Administrative Assistant