

**HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
September 12, 2017**

Those Present: Board Members: Pat Buckley, John Pruden, Darcy Lais, and Ron Partlow. Staff: Fire Chief John Ingrao, Financial Manager Carol Norgard, Lt. Scott Kline, SFF Joe Schwab, SFF James Lucas, FF Tyler Myers, Melinda Revere, Nick Miller, Sally Chester, Gary Brandt, and Debra Sinz. Guests: Blane Skowhede.

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

2. Pledge of allegiance led by SFF Joe Schwab.

3. Persons to be heard.

A. Blane Skowhede with Keystone Architecture.

i. Government Camp Station Project Update: We have received an acceptable bid for the foundation repair from Alpine Industries. Working with John Watts to develop the contract, once it is complete they can get started as long as the USFS doesn't object.

ii. No updates on the land swap with the USFS.

iii. Blane will continue to come to the monthly Board Meetings to provide updates.

4. Approval of the Minutes.

A. Board Meeting Minutes Tuesday August 8, 2017.

MOTION MADE: By John Pruden to approve the August 8, 2017 Board Meeting Minutes.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications.

A. Email regarding thanking Eclipse Volunteers.

B. Thank you card regarding the Garage Sale.

C. Thank you card from Kiwanis Camp.

D. Cookies and Thank you card from Sandy VFW for Patriot's Day.

6. Reports:

A. Chief's Report by Fire Chief John Ingrao.

- i. Tally: 2017 YTD is 681. We are up 26 Calls from last year. 92 calls in the month of August. The calls breakdown to 4 Fires, 50 Rescue & EMS, 1 Hazardous Condition, 16 Service Calls, 18 Good Intent Calls, and 3 False Alarms.
- ii. Signed a new one year USFS lease for the Government Camp Station.
- iii. Radio Update: still waiting on more loaner 800 analog radios.

B. Safety Committee Report by Fire Chief Ingrao.

- i. New Chairman Dana Waldron is busy with Boy Scouts on Tuesday evenings.
- ii. Potholes on the apron are a tripping hazard. We have tried different patches without success. New patching material worked, so we will get the rest of the pot holes patched.
- iii. Questions about tire life and standards. Les Schwab Commercial Division comes up every six months and inspects our tires.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Inspections have been light. Welches School's inspection coming up. Re-inspection for Cascade Ski Club to re-check violations.
- ii. No new construction plans last month.
- iii. Fire Prevention: Planning Team Teaching at Welches School in March. Got a request for a preschool tour. Open House is on October 14th and will be a team effort with Volunteers, EMS, and Fire Prevention.
- iv. No new fire investigations.
- v. A couple ISO requests recently.
- vi. Will be working on GIS project soon.
- vii. Working on listing out ongoing projects and timelines per Chief's Request.
- viii. Working on developing a new Pre-Incident planning program with the Shift Officers.
- ix. Station Security: Adding key pad lock to doors. Will be talking to Blane about changing locks for the Government Camp Station. Running audits for who is entering station. Future plan to use ID cards with chips for entering the building.
- x. Scott accepted into the NFA Executive Fire Officer's Program. Four year program. Will attend classes two weeks every year. Will then have six months to complete a research project at the end.

D. I.A.F.F. 1660 Union Report by SFF Joe Schwab.

- i. Eclipse event turned into an amazing 7 day drill. Great opportunity to put together pre-incident plan and execute it. Thank you to

D. i. Continued.

everyone who participated.

- ii. Two career staff participated in the Eagle Creek Fire. Thanks to the career staff for stepping up and putting in lots of extra cover shift hours.
- iii. Thank you for the District Support with the Safer Grant.

E. Volunteers Report by President Nick Miller.

- i. August was a busy month with the Picnic, Garage Sale, and Eclipse Event. Volunteers gave Retired Chief Eby a \$500 gift at the picnic.
- ii. Looking forward to the Open House on October 14th and Spook Alley on October 31st.
- iii. New volunteer point system starting next quarter.
- iv. Will be working with Chief to determine if the volunteers that recommitted followed through.
- v. Will be working with Andy to use the Open House for recruitment.
- vi. New fast track EMS Volunteer Laura Freeman.

F. CERT Group by Cris Crislip.

- i. First training taught by SFF Evan Jarvis about how the CERT team will run and integrate with the rest of the volunteers and staff. Discussed Chain of Command, Target Solutions, and Active 911.
- ii. Sending Hoodland Cert members to Cert Summit with the trailer.
- iii. Thank you to Cert members that are stepping up to volunteer.

7. Unfinished Business.

A. The next Board Lunch is Friday September 29, 2017. Three board members said they would attend.

B. Strategic Planning Updates:

- i. Government Camp Station Foundation: Work will soon begin on the Government Camp Station Foundation. This repair needs to be completed by October 15, 2017 because of federal restrictions. Blane asked the federal government for a variance to move the requested turbidity containment system due to location.
- ii. Government Camp Station Remodel: To find a contractor, John Watts is currently working on the "Three RFQ" bidding option that the board requested.
- iii. Board Contract Approval for the Alpine Industries foundation repair.

7. B. Continued.

MOTION MADE: By Darcy Lais that Chief Ingrao has the ability to enter into a
contract with Alpine Industries.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

C. Safer Grant Update: Eleven people still available on the hiring list. Sent a
letter to Civil Service letting requesting to re-interview five existing
candidates and hire two. They will have a peer interview and a Chief's
interview. Before hired they will have to have a Physiological and Medical
Evaluation. We need to hire someone by January 6, 2018 because of the
grant. We do not know the results of the Volunteer Retention Grant, but
we will most likely decline it if we are awarded.

8. New Business.

A. 2015-2016 Inventory still in progress.

B. AMR Government Camp Station Lease Agreement: Their lease
agreement is up for renewal, so we decided to cancel the lease due to the
remodel.

C. Volunteer Reimbursement Changes: Before volunteers were paid a dollar
amount per event based on education. Changing to a point system to
will make it fair for the volunteers and help the district to budget. We are
also changing the volunteer application process. We are also going to
refine the fast track volunteer process.

D. Work Session Saturday September 23, 2017 at 9:00am. Cliff is not sure if
he can make it. Snack breakfast for the meeting instead of lunch.

E. Eclipse Costs: We prepared for the worst because of the forecasted
disaster based on all of the recommendations by the government. Even
though it was a non-event we were prepared! It was a great training
experience; we came together as a group, and built great relationships
with other agencies. We spent a lot of money on the preparation and
meals that wasn't budgeted for. So we are requesting to reimburse the
budget with funds from the Emergency Contingency Fund.

MOTION MADE: By John Pruden to use \$22,992.25 out of the Emergency
Contingency Fund to reimburse the budget.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

8. Continued.

- F. Surplus Apparatus: 2003 Chevrolet Tahoe and 2002 Dodge Pick Up.
Chemult Rural Fire District is in need and would like the Tahoe. We will try to sell the Dodge Pick Up on Craig's List.

MOTION MADE: By Ron Partlow to Surplus 2003 Chevrolet Tahoe and 2002 Dodge Pick Up.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

9. Motion to pay the bills.

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

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Member Comments.

- A. Darcy – Great job Chief Ingrao on the Eclipse planning and preparation. Bonds were created with other agencies. I think that the new volunteer points system will be a good thing.

- B. Ron – Eclipse planning had a lot of value with training and relationship building. It was money well spent.

- C. John – Impressed with everyone's willingness to come together and get the job done, great job Chief Ingrao.

- D. Pat – Agrees with everyone and is impressed with the way the department is moving forward.

11. Executive Session in accordance with ORS 192.660 2(i) for the evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 8:24 PM from regular session.

RECONVENE: 8:34 into executive session.

- A. Discussed Chief Ingrao's Contract.

ADJORN: 9:00 PM from executive session.

RECONVENE: 9:02 PM into regular session.

12. Other New Business, None.

13. Adjournment.

A. Meeting adjourned by Pat Buckley at 9:03 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant