

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
AUGUST 10, 2021

Those Present: Board Members: Shirley Dueber, Nora Gambia, Cliff Fortune, and Jacob Rackley (Zoom). Staff: Jim Price; Fire Chief, DC Brian Henrichs, Carol Norgard; Financial Manager, and Sally Chester (Zoom).

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by Fire Chief Jim Price.

4. Persons to be Heard. None.

5. Approval of Minutes.

A. Board Meeting Minutes on July 13, 2021.

MOTION MADE: By Jacob Rackley to approve the July 13, 2021 Board Meeting Minutes as submitted.

2ND: By Nora Gambia.

DISCUSSION: None.

VOTE: Passed Unanimously. Shirley Dueber (Aye), Nora Gambia (Aye), and Jacob Rackley (Aye).

6. Communications.

A. Thank you card from an Estacada resident. Hoodland Fire responded on a Mutual Aid call to their house fire.

7. Reports.

A. Chief's Report by Fire Chief Jim Price.

i. Continuing to attend multiple Fire District meetings, CCom, Fire Defense Board, Civil Service, etc. The Civil Service meeting included our the newly appointed member who was provided with all of the rules. The salary lists for all three fire districts were certified at the meeting.

7. A. Continued

ii. Alarm Breakdown: 121 Calls for the month of July. Year to date is 645 Calls. Turn Out Time was 1:53 minutes and the average Dispatch to Arrival was 10:12 minutes.

iii. Continuing to work on the Staff Housing Project, the draft Project Manager Contract will be discussed under new business.

iv. COVID-19 (Delta variant): CDC recommends indoor mask use for all. HFD Temporary Policy requiring indoor mask use at Hoodland Fire.

v. Update on the SDAO Assessment Report and Strategic Plan in September.

vi. Fire Deployments: Sent a Type 6 and crew to Bootleg Fire in Klamath County. Sent an employee on the State Incident Management Team. Provided a Water Tender and Operator to the USFS for the Cooper Creek Fire in the Mount Hood National Forest. Sent a Type 6 and crew the Middle Fork Complex in Lane County.

vii. Surplus Property will be discussed later under New Business.

viii. Grant Status Update Unknown.

B. Staff Report: DC Brian Henrichs.

i. Training: Continuing to hold weekly drills.

ii. Letters were sent out to Inactive Members.

iii. Apparatus Update: E-354 has now been repaired and is back in service. WT-352 has now been repaired and is back in service. E-353 has now been repaired and is back in service. WT-353 had all of the tires replaced.

iv. Laundry is now being done at the station. Savings is \$200/month.

v. COVID-19 is still out there, if you are sick stay home!

vi. Hood to Coast Race: Smaller scale race, no water stations, small BBQ at the station.

7. Continued

C. Staff Report: DC Scott Kline. No report.

D. SDAO Assessment Report. No report.

8. Finance by Financial Manager Carol Norgard.

A. Budget report, bank statements, and reconciliations were completed and were provided to the Board before the Board Meeting.

B. Year to Date Budget Summary Report.

C. Working to clean things up in QuickBooks to make it easier for the Audits.

D. Working on the FY 2020-2021 Audit. Hoping to get it completed ahead of schedule.

E. SDAO Workers Comp Audit has been completed.

9. Unfinished Business.

A. Fire Chief Evaluation.

i. After the Fire Chief's performance review, the Board asked Fire Chief Jim Price to develop goals with Board input.

ii. The Board would like to table this discussion until next month.

10. New Business.

A. Board Liaison Positions.

i. C.E.R.T. – Nora Gambee.

ii. Safety Committee – Shirley Dueber.

iii. Support Group – Mary Ellen Fitzgerald.

iv. Operations – Cliff Fortune.

v. Volunteers – Jacob Rackley.

10. Continued

B. Project Manager Contract – Blane Skowhede.

- i. Hiring a project manager to move forward with the Staff Housing Project.
- ii. The Board recommends reducing the cap to \$20,000.
- iii. Board members are concerned about the quality of work done at the Government Camp Station and hiring the same person as a Project Manager. The costs seemed too much for what was delivered.
- iv. There should be a deadline with percentage penalties to provide an incentive.
- v. The Board would like to move forward quickly, because this project will take a long time with all of the delays from COVID shutdowns.

MOTION MADE: By Shirley Dueber to approve the contract with two changes. (1) Change the cap to \$20,000 and (2) Add a deadline and a 3% contractor penalty for missing the deadline.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambia (Aye).

C. Public Contracting Rules.

- i. Auditors identified that Hoodland Fire was not following its public contracting rules consistently. The current policy is confusing and contradictory.
- ii. Local Government Law Group (aka Ken Jones) provides a complete set of updated public contracting rules, resolution, notice, etc. for \$700.00.

MOTION MADE: By Cliff Fortune to contract with Local Government Law Group to purchase the public contracting rules for \$700.00.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambia (Aye).

10. Continued

D. Surplus Property.

- i. This District has old equipment that is obsolete or no longer needed.
- ii. A detailed list has been provided to the Board for review.
- iii. The items would be advertised and offered to the community and other fire districts under a sealed bid process. If there are no bids, we might be able to sell on E-Bay. If there is no value/interest then we would donate or dump.
- iv. Members can also bid on the items since there would be no suspected favoritism with a sealed bid process.
- v. Items are laid out in the 2nd Bay.

MOTION MADE: By Shirley Dueber to declare the included items surplus and allow the Fire Chief to dispose of the items pursuant to Oregon Law.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Aye).

E. First Reading of Policy 510: Equal Employment.

- i. The existing Policy 510: Employment of Relatives is not consistent with Oregon Law.

MOTION MADE: By Shirley Dueber to rescind Policy 510: Employment of Relatives and approve the renaming and first reading of Policy 510: Equal Employment.

2ND: By Nora Gambee.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Aye).

10. Continued

F. First Reading of Policy 519: Return to Work.

MOTION MADE: By Cliff Fortune to approve the First Reading of the changes and renaming of Policy 519: Return to Work.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambia (Aye).

11. Motion to Pay Bills.

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

2ND: By Shirley Dueber.

DISCUSSION: Question regarding a check to Joe Schwab. These were old reimbursement checks that were not cashed. Reissuing as a book keeping clean up measure.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Nora Gambia (Aye), Cliff Fortune (Abstain), and Shirley Dueber (Aye).

12. Board Member Comments.

A. Shirley Dueber – Thank to the staff for being patient as we work on getting the Staff Housing Project going.

B. Nora Gambia – Question regarding Fire Inspections on local businesses.

C. Cliff Fortune – Sorry for being late, gearing up for the busy season. Likes the idea for Company Inspections by the crew.

D. Jacob Rackley – Love you all and have a good evening.

13. Executive Session. None.

14. Other New Business.

A. Upcoming Board Action Items.

i. Draft Board Calendar – provide input.

14. A. Continued

ii. Draft Temporary Policy 2021-2: Wildfire Smoke.

This is to address the new OR-OSHA Rule regarding Wildfire Smoke. The rule requires the District to offer N-95 masks to all members who are performing work outside when the Air Quality Index (AQI) is above 101. If the AQI is 201 or higher, then the members will be required to wear N-95 masks when performing work outside. N-95 masks don't have to be worn for those fighting a Wildland Fire or providing support to a Wildland Fire. There is also required OSHA training for members.

iii. Working on a Temporary Policy to address the Oregon Governor's Order that require Health Care Workers to show proof of COVID-19 Vaccine or submit to weekly testing for the unvaccinated.

iv. Working on Temporary Policy Regarding Heat Related Illness.

This is to address the new OR-OSHA Rule regarding Heat Related Illness. Hoodland Fire has already been complying with these guidelines.

v. SDAO Board of Directors Virtual Training on September 2 (Shirley Dueber and Nora Gambee).

vi. September date for Quarterly Work Session/Strategic Plan Review (if needed). September 21, 2021 at 7 PM.

15. Adjournment.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 8:25 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant