

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
JULY 13, 2021

Those Present: Board Members: Shirley Dueber, Nora Gамbee, Cliff Fortune, and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, FF Matt Garcia (Zoom), Steven Fairweather (Zoom), Sue Allen (Zoom), Sally Chester, Feleicia Forston, and Gary Brandt (Zoom). Guests: Jeremy Goers (Zoom), George Gамbee, John Drake, Jerry Forston, and Jennifer Gwin.

1. Call to Order: By Shirley Dueber at 7:04 PM.

2. Roll Call.

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

4. Swearing in Ceremony, Oath of Office.

A. Mary Ellen Fitzgerald, Board Position No. 3

i. Mary Ellen Fitzgerald won the election and repeated the Oath of Office.

B. Nora Gамbee, Board Position No. 4

i. Nora Gамbee won the election and repeated the Oath of Office.

C. Cliff Fortune, Board Position No. 5

i. Cliff Fortune won the election and repeated the Oath of Office.

5. Board Officer Elections.

A. President.

NOMINATION: Cliff Fortune nominated for President by Mary Ellen Fitzgerald.

NOMINATION: Shirley Dueber nominated for President by Nora Gамbee.

2ND: By Cliff Fortune.

5. Board Officer Elections Continued

MOTION MADE: By Nora Gambiae to appoint Shirley Dueber as Board President.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed: Unanimously. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambiae (Aye).

B. Vice President.

NOMINATION: Cliff Fortune nominated for Vice President by Mary Ellen Fitzgerald.

2ND: By Shirley Dueber.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Cliff Fortune as Board Vice President.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed: Unanimously. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambiae (Aye).

C. Secretary/Treasurer.

NOMINATION: Mary Ellen Fitzgerald nominated for Secretary/Treasurer by Shirley Dueber.

2ND: By Cliff Fortune.

MOTION MADE: By Shirley Dueber to appoint Mary Ellen Fitzgerald as Board Secretary/Treasurer.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed: Unanimously. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambiae (Aye).

6. Persons to be Heard.

A. Civil Service Applicant John Drake.

- i. Married 27 years, has kids and grandkids, born in East Clackamas County, graduated from Centennial High School, was in the Air Force. Worked for Northwest Natural Gas. Worked for Fire District 10/City of Portland Fire as a line Firefighter and as a Fire Inspector. Now Retired: Bowls, Golf, Classic Car Club, etc. Wants to give back to the community and can devote as much time as required.

6. B. Persons to Be Heard Continued

B. Civil Service Applicant Jeremy Goers.

i. Technical difficulties.

C. Civil Service Applicant Jennifer Gwin.

i. Native Oregonian and has lived in Brightwood for seven years. 20 years of HR experience. Has HR certifications and works with non-profits. Has recruitment experience and has worked in union and non-union environments. Because of personal experiences, wants to give back to the local fire department and can devote as much time as required.

7. Approval of Minutes.

A. Special Board Meeting Minutes on June 1, 2021.

MOTION MADE: By Cliff Fortune to approve the June 1, 2021 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed: 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Abstain).

B. Board Meeting Minutes on June 8, 2021.

MOTION MADE: By Cliff Fortune to approve the June 8, 2021 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed: 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Abstain).

C. Budget Hearing Minutes on June 22, 2021.

MOTION MADE: By Mary Ellen Fitzgerald to approve the June 22, 2021 Budget Hearing Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed: 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Abstain).

8. Communications.

A. Thank you email from a patient.

B. Thank you card and snacks from the Hoodland Lutheran Church.

C. Thank you card from the Auditors.

D. Thank you card from a patient.

E. Thank you email from Timberline Rim Parade organizer.

9. Reports.

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

i. Continuing to attend multiple Fire District meetings, C-800, Fire Defense Board, vendors, community partners, etc. Signed a one year agreement with POA.

ii. Alarm Breakdown: 118 Calls for the month of June and the average Turn Out Time was 2:07 minutes and the average Dispatch to Arrival was 9:07 minutes.

iii. Mobile Home/Staff Housing Project will be discussed later by DC Scott Kline. Met with Blane Skowhede and this will be discussed more under New Business.

iv. Oregon has lifted mask and social distancing mandates. Hoodland Fire is no longer requiring masks and is no longer requiring temperature checks. Masks still need to be worn on Medical Calls which is considered a Health Care Setting and still requires masks. OSHA still has guidelines in place regarding airflow, exposure notifications, etc. The Fire District is now open for business and the Training Room is now available for limited community use.

v. FY 2021-2022 Budget and supporting documents has been submitted to Clackamas County.

vi. SDAO Assessment Report has been updated. Some items have been completed for 2021, but they are ongoing and will continue to be addressed.

vii. Civil Service Commissioner opening. The Board will need to make the appointment.

9. Reports - Chief's Continued

viii. Cleaning stuff out and making a list of Surplus Property. A list will be brought to the Board for approval in August.

ix. Grant Status – Unknown.

x. Members deployed on Conflagrations. Lt. Figini is on the Blue Incident Management Team for the State Fire Marshal's Office as a Resource Chief on the Jack Fire and Bootleg Fire. Lt. Macy and FF Kooch were deployed on a Type 6 on the Bootleg Fire.

B. Staff Report: DC Brian Henrichs.

i. Attended a Bull Run Training with stakeholders from multiple agencies.

ii. Physical Abilities Test in June for Combat Firefighters.

iii. Mobile Data Computers (MDC) training for the Career Staff.

iv. Apparatus Update: E-354 has now been repaired and is back in service. WT-352 is still at Hughes Fire for repair, it has been 7 months, talking to Clackamas Fire about transferring repair. E-353 is at Clackamas Fire for repair. B-353 has been deployed on the Bootleg Fire.

v. Switching to doing laundry in house. There was the initial expense of buying towels, etc. but that should be recovered quickly. The washer/dryer is located in the Bay.

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

vii. Fire Season started quickly and conditions are dry. Three members have been deployed on Conflagrations. The Bootleg Fire is the largest fire in the Nation and the #1 Priority. The community needs to prepare for public safety power shutoffs and be prepared for potential evacuations.

C. Staff Report: DC Scott Kline.

i. Manufactured Home Project – Working with John Watts regarding hiring a project manager. We are able to hire Blane Skowhede as a Sole Source versus through an RFP as long as the cost is less than \$100,000.00.

9. Reports – DC Kline Continued

- ii. New Construction/Plans Review – Additions to Hood Course Acres and Mt. Shadow RV Park have been approved by Clackamas County. Receiving lots of access and water supply requests which means that there will be multiple new homes being built in the area.
- iii. Prevention – Oregon Department of Forestry Hand Crew is working on assessments for fuels reduction in the Hoodland Fire District. Working with Oregon State Fire Marshal's Fire Risk Reduction Specialist regarding fire prevention messaging. Fire Prevention Safety Talk at Wildwood Park for a Youth Group (4th-6th Graders).
- iv. Grants – Have not received AFG (SCBAs) and Safer Grant (Staffing) notifications either way, no news is good news. SPIRE Grant (High Axel Rescue Apparatus) received notification of award several years ago. After speaking with other Fire Districts we have determined that we could use this vehicle as a Brush Unit by adding a Slip On and making it a Type IV.
- v. CERT – See attached report. Quarterly training focused on Fire Extinguisher Training Prop that they received via a Grant. Cleaned and organized the CERT Shed, First Aid Room, and CERT trailer.

D. SDAO Assessment Report.

10. 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 Review for FY 2020-2021.
- C. COVID Vaccine Reimbursements have been received.

11. Unfinished Business.

A. Civil Service Commissioner Needed.

- i. Board Members have reviewed the applications for all candidates. Jennifer Gwin's HR experience would be great asset. John Drake's Fire Service background is a plus. All the candidates are great and would be successful in the position. The primary job is to make sure that all of the Civil Service hiring rules are followed.

11. Unfinished Business Continued

MOTION MADE: By Cliff Fortune to appoint Jennifer Gwin to Hoodland Fire's Civil Service Commissioner.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: Carol Norgard will send out letters.
VOTE: Passed. 3 Ayes and 1 Nay. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Nay).

12. New Business.

A. Project Manager for Manufactured Home Project: Blane Skowhede.

i. Blane Skowhede can send a contract to John Watts and the Board for review.

ii. The contract will reviewed and discussed at the August Board Meeting.

B. Change Signers on the Clackamas County Bank Accounts.

MOTION MADE: By Shirley Dueber to change signers on the Clackamas County Bank Accounts. Remove Darcy Lais and add Nora Gambee.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: None.
VOTE: Passed. 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Nora Gambee (Abstain).

C. Firewise Fuels Reduction: Reaching out to ODF to partner with them on the project.

D. Gifted Generator may not be big enough for the station, but may work for the Manufactured Home/Staff Housing. The Generator is an old diesel generator from the Rajneeshpuram Compound. We had to cobble it back together to keep it working during the extended power outages. It has now been repaired but it is past its intended lifespan.

13. Motion to Pay Bills.

MOTION MADE: By Shirley Dueber to pay all bills as submitted.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: None.
VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye).

14. Board Member Comments.

A. Mary Ellen Fitzgerald – Fire Season/Dry Conditions/Heat Wave makes for a scary combination. OSHA Heat Rules will be required to be addressed. Add Board Liaisons to August Agenda. We need to do a Thank You plaque for Tom Anderson for his years of service and present it at the next Board Meeting.

B. Shirley Dueber – Recent Bear sighting at her house.

C. Cliff Fortune – Welcome to the Board Nora Gambie. Congratulations to Jennifer Gwin on being appointed to the Civil Service Commissioner position. Thank you to Jeremy Goers and John Drake for applying, there are other opportunities to get involved and you would be welcome at HFD.

15. Executive Session under ORS 192.660 2(i) Evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 8:45 PM from Regular Session.

RECONVENE: 8:55 PM into Executive Session.

A. Board Evaluation of Fire Chief Jim Price.

ADJOURN: 10:15 PM from Executive Session.

RECONVENE: 10:18 PM into Regular Session.

16. Other New Business.

A. Fire Chief Evaluation – Fire Chief will receive a copy of the Fire Chief Evaluation and copy will be placed in his personnel file.

17. Adjournment.

ADJOURNMENT: Meeting adjourned by Cliff Fortune at 10:20 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant