

**HOODLAND FIRE DISTRICT # 74**  
**SPECIAL BOARD MEETING MINUTES**  
**March 16, 2020**

Those Present: Board Members: Shirley Dueber, Mary Ellen Fitzgerald, Darcy Lais, Jacob Rackley and Cliff Fortune. Staff: Carol Norgard, Financial Manager, BC Pat McAbery, Lt. Scott Kline, Lt. Eric Macy, Lt. Andy Figini, SFF James Lucas, SFF Brian Henrichs, FF Nick Miller, FF Dana Waldron, Richard Powell, Laura Freeman, Gretchen McAbery, Tom Nelson, Lisa Kline, Gary Brandt, Deb Sinz, Kelli Ewing, and Sally Chester. Guests: Danny Engelhardt, Stephen Abel, and Tony Hadeed.

1. Call to Order: By Darcy Lais at 9:00 AM.
2. Pledge of Allegiance: Led by Darcy Lais.
3. Persons to be Heard. None.
4. Unfinished Business:
  - A. Two signatures are needed on a letter to Clackamas County Bank in order to change signers on the accounts.
    - i. Jacob Rackley and Shirley Dueber agreed to sign the letter.

MOTION MADE: By Cliff Fortune to table this until the end of the meeting.  
2ND: By Mary Ellen Fitzgerald.  
DISCUSSION: None.  
VOTE: Passed Unanimously.

5. New Business:
  - A. Discuss contract for Interim Fire Chief.
    - i. S.D.A.O. recommended Stephen Abel as an Interim Fire Chief for Hoodland Fire.
    - ii. Background on Stephen Abel: He spent 40 years in the fire service, with most of that time spent as a Chief Officer. Retired 13 years ago as a Fire Chief from Mount Vernon, Washington. After retiring has worked as an Interim Fire Chief in several other departments. During his career he was a Fire Chief at West Linn, then was a Division Chief at TVF&R, and then was a Fire Chief at Mt. Vernon, Washington. Moved to Mt. Vernon because he liked smaller departments better.

5. A. Discuss contract for Interim Fire Chief Continued

- iii. Stephen Abel's Process: Meets with the Board to discuss the issues and make a plan. Meets with Officers. Meets with staff and volunteers. Listens to needs and provides expectations. Looks into the business side and the operation side.
- iv. Contract Process: A contract is decided between the Interim Fire Chief and the Board and the Interim Fire Chief becomes an employee of the District. S.D.A.O. used to carry the contract but that is no longer in practice due to liability. When the Interim Fire Chief is an employee of the District, they can respond on calls and make decisions. Stephen Abel will provide a sample contract to the Board. The contract will be amended and reviewed by the District's Legal Counsel.
- v. Board Expectations: Develop the 2020-2021 Budget. Deputy Chief Process. Firefighter Hiring List. Audit Process – behind on Audits. Succession Planning/Hiring replacement.
- vi. Stephen Abel's Contract Needs: Duration of contract needs to be a minimum of 90 days for moving and space rental. PERS Tier 1 Retiree, so hours may need to be restricted. No medical/dental insurance is needed. Exempt from overtime, able to use flex time. Use of District Vehicle for District Use. Use of District Cell Phone. Provide Uniforms. Provide Sick Leave according to Oregon Law. Work 30 hours per week in lieu of Vacation. Not an EMT or a Paramedic so will not be able to provide medical care. Able to act as a Duty Officer, DPSST Certs are all current and up to date.
- vii. Compensation: Requests \$10,000 a month for compensation including everything. 30 hours per week with no vacation accumulation and no medical/dental insurance.

MOTION MADE: By Cliff Fortune to engage in a contract with Stephen Abel pending the District's Attorney's approval.

2ND: By Darcy Lais.

DISCUSSION: Suggestion to add the wording to engage in a contract with provisions pending the Attorney's approval and include a start date.

VOTE: Withdrawn to rephrase.

5. A. Discuss contract for Interim Fire Chief Continued

MOTION MADE: By Cliff Fortune to engage in a contract with Stephen Abel  
accepting the general provisions pending the District's Attorney's  
approval with a start date of April 1, 2020.

2ND: By Darcy Lais.

DISCUSSION: Start date may be delayed to April 2, 2020 due to prior  
commitment. Could adjust the start date to April 6, 2020.

Suggestion to have the Interim Chief go until the end of 2020 for  
stability. Board agrees to start with a 90 day contract and extend it  
if needed. The contract will reviewed by John Watts and discussed  
more at the March 24, 2020 Special Board Meeting.

VOTE: Passed Unanimously.

B. Board Member Comments: Thank you to the Staff and Volunteers for your  
support and willingness to work together to solve the problems.

C. Changing signers on the Clackamas County Bank Accounts.

i. Jacob Rackley and Shirley Dueber will write a letter to Clackamas  
County Bank to notify them of the changes.

MOTION MADE: By Cliff Fortune to change signers on the Clackamas County  
Bank Accounts. Removing John Ingrao as an authorized signer and  
adding Scott Kline as an authorized signer.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. Changing authorized people to make transfers on the L.G.I.P. Accounts.

MOTION MADE: By Mary Ellen Fitzgerald to remove John Ingrao as an authorized  
person to make transfers and add Cliff Fortune as authorized  
person to make transfers.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously.

E. S.D.A.O Audit: When the report is completed, this should give us some  
additional information on how to proceed.

F. Discussion regarding disclosing information to the public on the website  
and newspaper regarding Chief Ingrao on Administrative Leave, Hiring  
an Interim Chief, Deputy Chief process has been delayed, 24/7 Staffing  
Coverage will remain, no changes impacting to District residents, etc.

5. New Business Continued

G. 2020-2021 Budget: The Budget Officer needs to be changed. The second Budget Training Session was cancelled and will not be rescheduled. The 1<sup>st</sup> Budget Committee Meeting is April 30, 2020. The Budget documents that were due to the Chief on March 27, 2020 will now be collected by Scott Kline.

MOTION MADE: By Cliff Fortune to withdraw John Ingrao as Budget Officer and insert Scott Kline as the Budget Officer.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Scott Kline will temporarily be the Budget Officer until Stephen Abel is hired.

VOTE: Passed Unanimously.

H. Board Member Comments: Good feelings about hiring Stephen Abel. Thank you Shirley for working with S.D.A.O. Glad to see the big attendance of staff and volunteers at the meeting, it is encouraging.

I. Announcement: Past Fire Chief David Olson recently passed away after being diagnosed with Liver Cancer. We are saddened by this loss. Memorial information will be shared when it becomes available.

6. Executive Session. None.

7. Other New Business. None.

8. Adjournment.

MOTION MADE: By Shirley Dueber to adjourn the meeting.

2ND: By Cliff Fortune.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 10:15 AM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant