

**HOODLAND FIRE DISTRICT # 74**  
**BOARD OF DIRECTORS**  
**WORK SESSION MINUTES**  
**February 18, 2017**

Those Present: Board Members: Pat Buckley, John Pruden, Darcy Lais, Ron Partlow, and Cliff Fortune. Fire Chief John Ingrao. Guests: SFF Joe Schwab.

1. Call to Order: By Cliff Fortune at 9:41 AM
2. Pledge of Allegiance Led by Darcy Lais.
3. Work on Committee Assignments.
  - A. Strategic Goals & Objectives.
    - i. Goal 1 – 24 hour coverage.
      - a. Meeting with the Union tomorrow. Andy and Carol are reviewing the miss-calculations for overtime and officer pay. It won't be as big of a hit to the budget, since the budget included going to 24/7. The miss-calculated pay will go back three years. The staff seems satisfied that the issues are being addressed and their concerns are being heard.
      - b. Planning on getting a three bedroom job trailer for temporary sleeping quarters for the staff. The staff doesn't like this option but are willing on a temporary basis.
      - c. Training tower is rotting and will need to be removed in order to put the mobile home for sleeping quarters.
      - d. New 800 Radios might cost more than expected because of an expired contract.
    - ii. Goal 2 – Government Camp Station.
      - a. Recent meetings went well; it was good that members of the Board attended. Blaine is going through the process to put the project out to bid in order to find a General Contractor.
      - b. Station upgrades have to be ADA compliant, cannot have a stacked washer/dryer.
      - c. Because of regulations, the generator has to be in it's own room.
      - d. March 11<sup>th</sup> at 7pm is the next Government Camp CPO meeting. Chief Ingrao and some Board members will go to present the progress so far and plans we have.
    - iii. Goal 3 – Facilities.
      - a. Blaine is now involved in the process to improve the main station facilities.

3. Continued.

B. Policy and SOG review.

- i. Proposed policy changes. The policies have to have two public readings before the changes can be adopted.
  - a. Discuss policies that have no changes but need the date updated: 011, 012, 013, 014, 015, 016, 017, 101, 102, 106, 108, 109, 110, 201, 202, 203, 204, 207, 209, 210, 211, 501, 509, 514, 515, 519, 520, 611, 801, 802, 901, and 904.
  - b. Discuss policies that were retyped with no changes: 510, 513, 610, and 910.
  - c. Discuss policies that were retyped with changes: 103, 104, 105, 107, 206, 208, 212, 502, 503, 505, 506, 507, 508, 511, 902, and 909.
  - d. Discuss policies that were rewritten by staff: 518, 607, and 914.
  - e. Discuss policies that were rewritten by staff and still in progress: 517 and 907.
  - f. Discuss policies that need to be deleted and moved to SOGs: 018, 213, 301, 504, 512, 516, 521, 601, 604, 605, 606, 607, 608, 609, and 701.
  - g. Discuss policies that need to be deleted: 905, 912, and 917.
  - h. No notation means that the policy is okay as is and the date is current.

RECESS: 12:25 PM

RECONVENE: 12:33 PM

- ii. SOGs stand for Standard Operating Guidelines. These are guidelines and changes can be made if necessary. SOGs are broken down into eleven categories.
  - a. Section 1 – Administration.
  - b. Section 2 – Communications.
  - c. Section 3 – Community Services.
  - d. Section 4 – Emergency Medical Services.
  - e. Section 5 – Emergency Operations.
  - f. Section 6 – Finance.
  - g. Section 7 – Fire Prevention.
  - h. Section 8 – Human Resources.
  - i. Section 9 – Support Services.
  - j. Section 10 – Training.
  - k. Section 11 – Safety.

4. Other Business.

---

A. Suggestion: Put back up cameras on the apparatus for safety.

---

Answer: We will research this as a possibility.

---

B. Work Sessions should be done quarterly. The next one should be in June after the Board Meeting.

---

5. Adjournment: Meeting adjourned at 1:47 PM

---

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard  
Financial Manager

CN/KE