

**HOODLAND FIRE DISTRICT #74  
BOARD MEETING MINUTES  
April 11, 2017**

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, and Ron Partlow. John Ingrao, Fire Chief and Carol Norgard, Financial Manager. Guests: Lt. Scott Kline, SFF Andy Figini, Cris Crislip, Melinda Revere, and Nick Miller.

1. Call to order: By Cliff Fortune at 7:00 PM.

2. Pledge of allegiance led by Ron Partlow.

3. Persons to be heard. None.

4. Approval of the minutes.

A. Board Meeting Tuesday March 14, 2017

MOTION MADE: By John Pruden to approve the March 14, 2017 Board Meeting minutes.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

B. Special Board Meeting Friday March 31, 2017

MOTION MADE: By Pat Buckley to approve the March 31, 2017 Special Board Meeting minutes.

2ND: By John Pruden.

DISCUSSION: Remove the words "decided to extend (contract) until 2018" from the Executive Session description.

PASSED: Unanimously.

5. Communications.

A. Thank you letter from Multnomah County Fire #14 for standby crew.

B. Thank you letter from SDAO.

C. Response to a thank you from AMR.

D. Letter from Oregon Corrections Enterprises.

i. This will be a good way to save money to equip the Government Camp station with furniture, etc.

E. Water Rescue Consortium Meeting Minutes.

5. Continued.

F. National Hose Testing Agreement.

- i. Current ongoing agreement that we have in place in order to get our hoses and ladders tested and recertified.

G. Letter from Standard Insurance.

- i. Costs will be the same for the next three years.

6. Reports:

A. Chief's Report by Chief John Ingraio.

- i. Tally: 2017 YTD is 285. We are up 54 Calls from last year. 56 Calls since the last board meeting. 39 Calls during the Paid Day Hours and 17 Calls during the Night Volunteer Hours. The calls break down to 24 EMS, 2 MVAs, 6 Fires, 9 Service Calls, 13 Good Intent calls, 1 False Alarm, and 1 Hazardous Condition.
- ii. Chief's Notes.
- iii. Apparatus Replacement Plan.
- iv. 800 Radio Update. CCSO will be loaning us some 800 radios. The C800 group will also be discounting our fees for the first year.
- v. Lt. Testing Interviews went well. Joe Schwab was the top candidate. Andy Figini was in second place, so he will be filling in as the shift lieutenant for Joe Schwab while he recovers for up to six months.

B. Safety Committee by Melinda Revere.

- i. Support Group is requesting boot chains because of a slip.
- ii. Volunteers requesting assistance with footwear required for certain drills.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Have been doing several inspections for local businesses.
- ii. Image Trend migration still taking up a lot of time.
- iii. Several new residential construction requests.
- iv. Fire prevention with Jake the Fire Dog in the Mountain Times. Plans to go into the schools to talk about Fire Prevention.
- v. Constant ISO requests from insurance companies.
- vi. Working on a grant for an infrared drone system.
- vii. Scott Kline was elected to the 2<sup>nd</sup> Vice President of the Oregon Fire Marshal's Association.

D. I.A.F.F. 1660 Union Report by SFF Andy Figini.

- i. The district and the union came together with an agreed upon contract. The Union Paid Staff will start on 24 hour coverage in May.

6. D. Continued.

- ii. Starting to do a “daily hands on drill” to review basic fire ground and EMS skills.
- iii. PERS hearings in Salem and some bills that might have an impact on retirement.

E. Volunteers Report by President Nick Miller.

- i. Melinda and Byron have finished with their EMT classes.
- ii. Volunteers working on recertification for their licenses.
- iii. Spring Fling went well, great turnout.
- iv. Going to be meeting with the volunteers to judge their commitment.
- v. Excited for the new volunteer recruits to bring their energy and start responding on medical calls.
- vi. More volunteers will be starting to take EMT Classes.
- vii. Several volunteers going to the Fire Academy.

F. HEART Group by Cris Crislip.

- i. HEART is now being integrated into the department. There are 25 committed volunteers.
- ii. We are working on documenting the member’s information, interests, and skills.
- iii. Recent class with video on “Mega Quake: Oregon Unprepared.” About 30 people attended.
- iv. Cris was invited to be part of the Clackamas County EOC Evacuation Plan for a Volcanic event.
- v. Quarterly Team Building Drill coming up for active members only.

7. Unfinished Business.

A. The next Board Lunch is Friday April 28, 2017. Three said they would attend.

B. Strategic Planning Updates

- i. 24 Hour Staffing.
  - a. MOU to use the Job Shack as a temporary residence while we are progressing to get a suitable domicile.
  - b. Correct Article 13.12 in the contract with regards to the acting officers. Because of a limited number of staff, any of the paid staff will be able to fill an open officer spot. The most senior person will be the acting officer of the day.
  - c. 30 day past practice for 48/96 for giving notification of shift changes. Still waiting for the union to sign off on changes.
- ii. Strategic Planning Updates – Government Camp Station.

7. Continued.

MOTION MADE: By John Pruden to proposed division of the Scope of Services for  
the Government Camp Station Remodel.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

C. Second Reading to bring the dates current in Policy No.'s 011-017, 102,  
106, 108, 109, 110, 201-204, 207, 210, 211, 501, 509, 510, 513, 514,  
519, 802, 901, 904 and 910.

MOTION MADE: By Pat Buckley to approve in the second reading to bring the dates  
current of Policy No.'s 011-017, 102, 106, 108, 109, 110, 201-204,  
207, 210, 211, 501, 509, 510, 513, 514, 519, 802, 901, 904 and  
910.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

D. Second Reading to delete Policy No.'s 018, 209, 213, 301, 504, 512, 516,  
601, 602, 604, 605, 606, 608, 609, 701, 905, 912 and 917.

MOTION MADE: By John Pruden to approve the second reading of the deletion of  
Policy No.'s 018, 209, 213, 301, 504, 512, 516, 601, 602, 604, 605,  
606, 608, 609, 701, 905, 912 and 917.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

E. Second Reading of changes to Policy No.'s 101, 103-105, 107, 206, 208,  
212, 502, 503, 505-508, 511, 518, 607, 801, 902, 907, and 914.

MOTION MADE: By Ron Partlow to approve the second reading of the changes to  
Policy No.'s 101, 103-105, 107, 206, 208, 212, 502, 503, 505-508,  
511, 518, 607, 801, 902, 907, and 914.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

F. Review Carol Norgard's Contract, additional requests under Executive  
Session.

G. Review Kelli Ewing's Contract under Executive Session.

8. New Business.

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A. Budget/Board Committee Meeting April 25, 2017 at 7:00 PM.

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B. Second Budget Committee Meeting May 2, 2017 at 7:00 PM.

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C. First Reading of Policies Number 918, 919, and 920.

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MOTION MADE: By Pat Buckley to approve Policy #918: Volunteer Chaplain Job  
Description in its first reading.

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2ND: By John Pruden.

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DISCUSSION: None.

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PASSED: Unanimously.

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MOTION MADE: By Pat Buckley to approve Policy #919: Financial Manager Job  
Description in its first reading.

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2ND: By John Pruden.

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DISCUSSION: None.

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PASSED: Unanimously.

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MOTION MADE: By John Pruden to approve Policy #920: Administrative Assistant  
Job Description in its first reading.

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2ND: By Ron Partlow.

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DISCUSSION: None.

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PASSED: Unanimously.

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D. First Reading to Delete Policy #909.

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MOTION MADE: By Pat Buckley to delete Policy #909 in its first reading.

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2ND: By Ron Partlow.

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DISCUSSION: None.

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PASSED: Unanimously.

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E. Adjust Chief John Ingrao's contract to reflect the district's observed  
holidays.

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MOTION MADE: By John Pruden to adjust Chief John Ingrao's contract to reflect the  
district's observed holidays.

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2ND: By Ron Partlow.

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DISCUSSION: Cliff Fortune has questions, will put on hold until executive session.

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MOTION MADE: By John Pruden to put this issue on hold until after the executive  
session.

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2ND: By Ron Partlow.

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DISCUSSION: None.

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PASSED: Unanimously.

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9. Motion to pay the bills.

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MOTION MADE: By John Pruden to pay all the bills as submitted.

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2ND: By Ron Partlow.

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DISCUSSION: None.

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PASSED: Unanimously.

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10. Board Members Comments.

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A. Ron – Good meeting and lots of good news.

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B. Pat – Spring Fling was fun with lots of good food.

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C. John P – Encouraged with how well the department is doing.

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D. Cliff – Congratulations to Melinda and Byron on their EMT certifications.  
Congrats to Scott on your new VP role for OFMA. Thank you Cris for  
representing HFD with the evacuation planning.

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11. EXECUTIVE SESSION, to be held under ORS 192.660 2(d) to confer with  
persons designated by the Board to handle labor negotiations.

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RECESS: 8:09 PM from regular session.

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RECONVENE: 8:16 PM into executive session.

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A. Discussed Carol Norgard's Contract.

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B. Discussed Kelli Ewing's Contract.

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C. Discussed amendment to Chief Ingrao's Contract.

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ADJORN: 9:07 PM from executive session.

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RECONVENE: 9:10 PM into regular session.

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12. Other New Business. None.

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13. Adjournment.

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A. Meeting adjourned by Cliff Fortune at 9:10 PM

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Typed By: Kelli Ewing, Administrative Assistant