

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
FEBRUARY 9, 2021

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Debra Sinz (Zoom), FF Nick Miller (Zoom) and Sally Chester (Zoom). Guests: Wendy Holladay (Zoom).

1. Call to Order: By Shirley Dueber at 7:01 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 January 12, 2021.

MOTION MADE: By Darcy Lais to approve the January 12, 2021 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

6. Communications. None.

7. Reports.

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

i. First month is going good, getting to know members, taking DO Shifts, moving forward on projects in SDAO Assessment.

ii. Busy month with Calls in the District, see break down.

iii. Evaluations, SDAO Assessment, Strategic Plan, and Mobile Home Discussion will be discussed later on in the Agenda.

7. A. Reports Continued

iv. Civil Service Agenda Items: Lieutenants Testing and Fire Fighter Testing. There might be an option of doing a joint Fire Fighter Test with Estacada Fire.

v. Applying for Grants including AFG for SCBAs.

B. Staff Report: DC Brian Henrichs.

i. MDCs – The ones that were ordered were not touch screen compatible, so exchanges were made which resulted in a cost savings. Waiting on additional parts before they will be installed. Will schedule training soon.

ii. Lucas Devices – Training is in progress while we are waiting for programing and extra batteries.

iii. Live Fire Training – February 27, 2021 Burn to Learn at Estacada Fire.

iv. CPR Training – Scheduling soon.

v. OSHA COVID Rules – OSHA is making the temporary rule permanent. DC Henrichs has been working on a HFD COVID Guidebook.

vi. COVID Vaccines – Members received vaccines through Clackamas County Health. Lots of uncertainty regarding the vaccine and no one is forced to get the vaccine. On calls if correct PPE is worn there is an extremely low risk for exposure. More will probably get vaccines after they see others getting them.

C. Staff Report: DC Scott Kline.

i. Manufactured Home Project will be discussed under Unfinished Business.

ii. Construction plans for a 27 Unit Subdivision to go in the clear cut between Vincent Road and Evergreen Park Street.

iii. Solar Project on Marmot Road. Recommended alternated access roads and requested training for members regarding fighting a brush fire near solar panels.

7. C. Reports Continued

- iv. ISO – We received a letter stating that Effective May 1, 2021 we will be rated at a '4' within 5 miles of the Station. We are waiting to receive the ISO information packet with all of the details. After this change is effective and the details are known we will advertise to let the community know of the changes so they can contact their insurance companies to see if their rates can be lowered.
- v. Fire Hydrant maintenance program in progress.
- vi. Grants – Researching lots of opportunities for additional grants. Currently working on an AFG grant for SCBAs.
- vii. CERT – Member status update, Winterwise Event with mittens for kids, still waiting on Fire Training System.
- viii. TIP – Support Group and CERT members are involved in this program to provide grief support.

D. SDAO Assessment Report.

- i. Strategic Plan was updated and will be discussed more under Unfinished Business.
- ii. Evaluations Policy will be discussed more under New Business.
- iii. The Board likes getting the monthly SDAO Assessment progress update.

8. Finance by Financial Manager Carol Norgard.

- A. Budget Report was provided to the Board.
- B. Board Secretary/Treasurer Mary Ellen Fitzgerald comes in monthly to review all of the bank statements and reconciliations.
- B. Expecting some more funds from State of Oregon Conflagrations.
- C. Budget is tight but it looks like we should be able to stay within the limits.
- D. There are still some funds in the Government Camp Account that will go towards the Bay Door Repair.
- E. We have received 95% of budgeted tax funds so far.

9. Unfinished Business.

A. Manufactured Home.

i. Fire Chief Price agrees that adding a manufactured home would be the best option to fit Hoodland Fire's needs for at least the next five years.

ii. The next step is to get multiple bids on manufacture homes.

MOTION MADE: By Mary Ellen Fitzgerald to authorize the Fire Chief to move forward with the project knowing that we will have to come back for a final decision once a price package is in place.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

B. Strategic Plan.

i. This plan is a road map and can be a working document.

ii. Suggestion to encourage more Firewise Communities in the Fire District. The informational meeting that were planned had to be deferred due to COVID restrictions.

iii. Suggestion to add a timeline and steps needed to plan for a new station. Will be applying for a grant to cover some of the costs involved with pre-planning.

MOTION MADE: By Darcy Lais to adopt the Strategic Plan with the opportunity to revisit it every quarter and adjust as necessary.

2ND: By Shirley Dueber.

DISCUSSION: Revisiting every quarter sounds good.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

10. New Business.

A. Change Signers on Financial Accounts.

- i. John Ingrao was removed from the Financial Accounts in March 2020 and Scott Kline was added. Scott Kline should be removed and Jim Price should be added. When the change is made all Board Members will need to go in to Clackamas County Bank to sign new signature cards.

MOTION MADE: By Shirley Dueber to remove Scott Kline as a signer and add Jim Price to all of the Clackamas County Bank Accounts and the Local Government Investment Pool (LGIP) Accounts.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

B. Change Authorized Officer on Riverview Community Bank Account.

- i. Riverview is the holder of Hoodland Fire Credit Card Account. John Ingrao was removed as the Authorized Officer in March 2020 and Scott Kline was added. Scott Kline should be removed and Jim Price should be added.

MOTION MADE: By Shirley Dueber to remove Scott Kline as the Authorized Officer and add Jim Price as the Authorized Officer on the Riverview Community Bank Account.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

C. Possibly Change Authorized Representative on Riverview Community Bank Account.

- i. Currently Carol Norgard is the Authorized Representative which allows her to change credit limits, add members, and delete members. All changes still have to be verified by the Authorized Officer.

10. C. Continued

MOTION MADE: By Darcy Lais to add Mary Ellen Fitzgerald as another Authorized Representative along with Carol Norgard.
2ND: By Jacob Rackley.
DISCUSSION: None.
VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

D. Change Registered Agent.

- i. The Registered Agent for Hoodland Fire District with the Oregon Secretary of State needs to be changed to Jim Price. The document that will be sent to the Oregon Secretary of State will need to be signed by the Board and notarized.

MOTION MADE: By Mary Ellen Fitzgerald to change the Registered Agent with the Oregon Secretary of State for Hoodland Fire to Jim Price.
2ND: By Shirley Dueber.
DISCUSSION: None.
VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

E. First Reading of Policy 512 – Performance Evaluations.

- i. Draft Policy was sent out.
- ii. Draft Evaluation forms were sent out.

MOTION MADE: By Mary Ellen to approve the First Reading of Policy 512 - Performance Evaluations.
2ND: By Shirley Dueber.
DISCUSSION: None.
VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

F. Draft Employee Performance Evaluation Forms.

- i. Email Chief Jim Price with any comments or suggestions.
- ii. Employee evaluations will be conducted once finalized.

10. F. Continued

iii. Fire Chief evaluation will be conducted in June 2021.

iv. The Board will review the Fire Chief Evaluation Form and provide input and discuss more next month.

G. Letter from the Board to the Oregon Secretary of State.

i. A Significant Deficiency was identified in the FY 2018-2019 Audit and a Corrective Action Plan is already in place. A letter explaining the Corrective Action Plan needs to be signed by the Board Members and sent to the Oregon Secretary of State.

MOTION MADE: By Shirley Dueber to approve the Corrective Action letter to the Oregon Secretary of State.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

H. Addendum to Fire Chief Contract.

i. Some items need to be clarified in the Compensation Section of Jim Price's Fire Chief Contract. The addendum has been reviewed by our Attorney John Watts.

MOTION MADE: By Shirley Dueber to approve the Addendum to Jim Price's Fire Chief Contract.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

11. Motion to Pay Bills.

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

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

12. Board Member Comments.

A. Darcy Lais – Welcome Chief, glad that the first month has gone well. Thank you to Scott and Brian for stepping up to help. Excited about the grant opportunities.

B. Shirley Dueber – Thank you to Scott and Brian for everything that you are doing, keep up the good work. Thank you to the Volunteers for your support.

C. Jacob Rackley – Glad to hear that there will be no Lay Offs in the near future.

D. Cliff Fortune – Welcome Chief Jim Price. Thank you to Brian and Scott and the rest of the staff and volunteers. Excited about the grant opportunities. Encourages everyone to get the COVID vaccine.

E. Mary Ellen Fitzgerald – Appreciates that Chief Jim Price is getting the Performance Evaluations started.

13. Executive Session. None.

14. Other New Business.

A. POA Discussion Meeting on Wednesday February 17, 2021.

i. Email issues/concerns regarding POA to Chief Jim Price.

ii. Suggestion to record the meeting for Jacob Rackley to listen to.

iii. Board Members are concerned regarding POA's quality of service, security, communication, "fishing/spoofing" emails, etc.

B. May 2021 Election Filing Deadline is March 18, 2021 for Measures and Candidates.

i. Mary Ellen Fitzgerald is not sure if she wants to run again.

ii. Darcy Lais, Cliff Fortune, and Mary Ellen Fitzgerald's Positions are up for re-election.

iii. Darcy Lais has decided to not run again.

iv. Cliff Fortune has decided to run again.

15. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 9:14 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant