

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
October 9, 2018

Those Present: Board Members: Pat Buckley, Ron Partlow, John Pruden, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, SFF Tyler Myers, SFF Matt Nicholson, SFF Joe Schwab, FF Debra Sinz, EMR Gary Brandt, Sally Chester. Guest: Blane Skowhede.

1. Call to Order: By Pat Buckley at 7:00 PM.
2. Pledge of Allegiance: Led by Pat Buckley.
3. Persons to be Heard. None.
4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday September 11, 2018.

MOTION MADE: By John Pruden to approve the September 11, 2018 Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications by Chief John Ingrao.
 - A. HFD Open House is Saturday October 13th from 10 am – 3 pm.
 - B. Thank you for the Sympathy Card from former volunteer Brandon Guerrero.
 - C. Emma McAbery was inducted into the National Honor Society.
 - D. Oregon Department of Forestry email regarding staying in fire season.
 - i. Chief will be meeting with the other Fire Defense Board Chiefs to discuss options of zones with ODF.
 - E. \$10 Donation will be added to the Benevolent Fund.
 - i. Chief is considering inviting this family who consistently donates to the Banquet as a way to say thank you!

6. Reports:

A. Blane Skowhede.

i. Cost Estimate came in at \$228,929 which is over 40% less than the last estimate.

ii. The bid was much higher last time because it was artificially inflated because there were only two bidders.

iii. The drawings need to be modified some more before it can go out to a public bid. Subbing out the projects into smaller projects without hiring a general contractor can cause legal issues.

iv. Blane recommends not doing the Request for Qualifications Bid Process next time. We should do a public bid so that anyone can bid on the project so that we can get more bidders.

MOTION MADE: By Darcy Lais for Blane to complete the drawings for a public bid process.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

MOTION MADE: By Darcy Lais to go to an Open Public Bid process.

2ND: By Ron Partlow.

DISCUSSION: Blane will contact John Watts regarding the Open Public Bid Process.

PASSED: Unanimously.

v. Blane will contact the county regarding an extension on current TIF agreement.

vi. If there is money left over we can do a change order to the project to get some other items completed.

B. Chief's Report by Chief John Ingrao.

i. Assisted Govy CPO with reducing fuels around structures. HFD procured funds from the Revel Marathon, helped by advising them, and helped them find a local vendor.

6. B. Continued

ii. Fleet Services: We have two draft contracts that we will review.

a. We currently have a potential liability issues with our disorganized preventative maintenance with multiple vendors. One vendor will solve this issue and help us stay in compliance.

iii. Main Station: Looking at applying for a security grant to make the front area a secure vestibule and add multiple cameras around the exterior of the station.

iv. 800 Radio System by Joe Schwab:

a. The bond passed in Clackamas County in 2016 to replace the outdated radio system is progressing. The radio system was built and tested in Chicago. The radios will have to be programmed by Day Wireless/WCCA in Oregon. The radios are expected to be delivered to HFD in January 2019 and will have to pay to have them installed.

b. We will benefit from this system as it limits the number of dead zones in our area. We currently have two towers in our district, one in Brightwood and one in Government Camp.

c. The C-800 wants to add an additional Relay Station at the Brightwood Station. Joe is currently in unofficial communication with them to get something for HFD out of the deal. Joe will bring a proposal to the Chief once it is an official proposal.

d. We ordered 11 mobile radios for the trucks. Because of pre-planning we have 6 radios in the apparatus that are now upgradeable. We ordered 41 portable radios. None of the current portables are upgradeable. In the future we will need more radios. To be fiscally responsible we worked within the budget so we only ordered what we really needed.

e. Current VHF voice pagers will not work in 2019. C-800 will purchase alpha numeric pagers with the grant. Not sure who will pay for the voice pagers.

6. B. Continued

f. Station Alerting: Currently we don't have station alerting and we rely on radios and pagers. Currently working with C-800 to get station alerting for our three stations and the domicile. Joe is trying to get them to make a deal for them to pay for all aspects of the station alerting in exchange for letting them build their Relay Station at the Brightwood Station.

v. Tally: 2018 YTD is 810. We are up 49 calls from last year. 95 calls in the month of September. The calls breakdown to 5 Fires, 55 Rescue & EMS, 22 Service Calls, 11 Good Intent Calls, and 2 False Alarms.

C. Finance by Financial Manager Carol Norgard.

i. Year to Date Budget Snapshot: We received an unexpected tax deposit from 8 years of Comcast's unpaid taxes.

ii. Conflagrations Spreadsheet: The funds received are under listed under miscellaneous revenue. We are still waiting for more funds to come in.

iii. Detailed Year to Date Budget Report.

D. Prevention by Lt. Scott Kline.

i. Scott just got back from classes at the National Fire Academy.

ii. No new inspections. Going through a vendor that will track when business are due for inspections and will let Scott know.

iii. No new fire investigations.

iv. Joe will take over as Open House PIC because Scott will be out of town for a Family Emergency.

v. Looking into two security grants for the main station.

E. Safety Committee.

i. Nothing new to report.

6. Continued

F. EMS.

- i. Will schedule a Board CPR Class on a Sunday in November.
- ii. Will be getting the response report from AMR soon.

G. Training.

- i. Andy is off due to an off-duty injury.
- ii. Matt G. received his Firefighter I, Wildland Firefighter II, and Hazardous Materials Awareness.
- iii. Volunteers who got signed off on the Brush Rigs can use them in the Winter for wires down, trees down, medical calls, etc. because they are easier to get signed off on.
- iv. No more Wednesday AM drills, but we added a third Saturday of the month drill. The next third Saturday will be Rope Rescue and volunteers can get signed off on their Rope Rescue Task Books.
- v. Lt. Kline has been researching two houses for Burn to Learn Training opportunities this winter.

H. Special Rescue.

- i. Nothing new to report.

I. Union.

- i. Nothing new to report.

J. Volunteers.

- i. Volunteers will help with the Open House.
- ii. Nick met with some of the last chance agreement volunteers and they were granted one more month to increase their responses.

K. C.E.R.T. by Debra Sinz.

- i. C.E.R.T. Basic Training is going well.
- ii. This month the team has put in 237 hours.

6. K. Continued

- iii. Ten active members, two inactive, 1 leave of absence, and nine new recruits currently in training.
 - iv. C.E.R.T. Basic Training so far has included Disaster Preparedness, Medical Operations 1 & 2, Radio Communications, and SAR. Lt. Burks, Lt. Kline, and SFF Schwab are helping to teach classes.
 - v. The Final will be on Saturday October 20th. It will be a Mass Casualty Simulation at the Church on the Mountain.
 - vi. C.E.R.T. is helping with Open House and will have their trailer on display.
 - vii. Sally and Pat L. will do presentation for Sandy Hospice on October 18th.
 - viii. C.E.R.T. is working with Shirley to organize Spooky Alley.
 - ix. H.E.A.R.T. is officially dissolved. All of the accounts are closed.
 - x. Got ear buds for the radios.
 - xi. PPE Grant was approved, but we are still waiting on the money to come in. The grant will be used to purchase safety glasses, helmets, vests, loaded backpack, etc. for C.E.R.T.
 - xii. C.E.R.T. Basic Graduation on Monday October 22nd at 7pm. Everyone is invited to attend.
- L. Support Group by Sally Chester.
- i. Currently have 20 members. Sally and Pat L. are members of both C.E.R.T. and VSG. New team member Dale Crotty.
 - ii. Teen member Emma McAbery was recently inducted into the National Honor Society.
 - iii. Member Elizabeth Niemeyer is recovering from a concussion.
 - iv. Garage Sale raised \$557.29 for bike helmets.
 - v. Support Group Members are now required to get their food handler's cards by 12/31/2018.

6. L. Continued

- vi. The group will be involved with Open House, Burn to Learn, Spooky Alley, and Christmas Party.

7. Unfinished Business.

A. Open House on Saturday October 13th from 10 am to 3 pm.

B. Board Lunch is cancelled because the board will be at the OFDDA conference.

C. Spooky Alley on Wednesday October 31st from 6:30 – 8:30 pm.

i. Lots of volunteers are needed to help with this event.

D. Strategic Planning Updates.

i. Goal #3: Transport Feasibility:

a. Waiting for AMR's Response Report.

b. Looking into the details about applying for a grant to purchase a Mass Casualty Transport Capable Rescue.

ii. Work Session is needed. Check the dates for November 10th or November 17th.

8. New Business.

A. Ordinance 2018-001 question and answer staff report.

i. Will discuss this more at the Work Session.

B. Tax Election Ballot Measure Guide.

i. We will discuss this more at the Work Session.

ii. We can ask John Watts for more information. We can also ask advice from Clackamas Fire and Gladstone Fire who have successfully gotten tax levies passed.

9. Motion to pay the bills.
A. Pay all bills as submitted.

MOTION MADE: By John Pruden to pay all bills as submitted.
2ND: By Ron Partlow.
DISCUSSION: None.
PASSED: Unanimously.

10. Board Members Comments.
A. Pat B – Tyler you are doing a good job.
B. John P – Impressed by the positive and upbeat staff and volunteers.
C. Ron P – Safety Committee Meeting recommends training for the public.
D. Darcy L – Cost estimate numbers are encouraging for the Government Camp Station. Impressed with how much CERT and Support Group is getting involved.

11. Executive Session under ORS 192.660 2(f) To consider confidential documents exempt from public inspection, including communications from legal counsel.

RECESS: 8:23 PM from regular session.
RECONVENE: 8:32 PM into executive session.

- A. Discussion regarding personnel matters.
B. Discussion regarding HR report.

ADJOURN: 9:07 PM from executive session.
RECONVENE: 9:08 PM into regular session.

12. Other New Business.
13. Adjournment.

Meeting adjourned by Pat Buckley at 9:08 PM

Respectfully Submitted,
Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant