

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
MAY 11, 2021

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune, and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Lt. Andy Figini (Zoom), Nora Gambée (Zoom), Debra Sinz (Zoom), and Sally Chester (Zoom).

1. Call to Order: By Darcy Lais at 7:00 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by Darcy Lais.

4. Persons to be Heard. None.

5. Approval of Minutes.

A. Board Meeting Minutes on April 13, 2021.

MOTION MADE: By Cliff Fortune to approve the April 13, 2021 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

6. Communications. None.

7. Reports.

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

i. Attended multiple meetings regarding the COVID Clinic in Welches.

ii. Held an ACLS and PALS class at HFD for members to recertify.

iii. Alarm Breakdown: 72 Calls for the month of April and the average Turn Out Time was 57 seconds.

7. A. Continued

- iv. After discussion with the District's Attorney John Watts, scheduled a meeting to discuss and get clarification regarding the Land Swap in Government Camp.
- v. Discussing the options with Clackamas County for a mobile COVID-19 vaccination clinic for some local home bound seniors.
- vi. Draft Budget has been completed and was provided to the Budget Committee. The First Budget Meeting is next week (5/18/2021).
- vii. Updates to SDAO Assessment Report and Draft MOU will be discussed later on in the Agenda.
- viii. Entry Level FF Written Test portion has been completed, we will schedule interviews next month.
- ix. Evan Jarvis was promoted to Lieutenant.
- x. About 150 pre-registered for the COVID-19 (Moderna) Vaccine Clinic tomorrow on May 12, 2021 and it is now opened to all including Walk Ins. The second Clinic will be on June 9, 2021.

B. Staff Report: DC Brian Henrichs.

- i. Training – Held a ACLS and PALS class for Paramedics. Offering multiple CPR Recertification classes for responders. Continuing to partner with Estacada Fire on training. Received praise from DPSST regarding how Hoodland Fire, Estacada Fire, and Colton Fire are working together to meet the training standards.
- ii. Communications – Cradle Points, MDCs and Fire Coms are being installed in the apparatus. MDC training class will be taught soon.
- iii. Apparatus Maintenance - Older Apparatus is continuing to require repairs and maintenance. E-354 has to go back in for repairs due to an oil leak around the head. E-351 is now back from being repaired and will be put back into service. WT-352 the broken pump is obsolete, so it will we require a custom retrofit which will be expensive.

7. B. Continued

iv. Exercise Equipment – Sally Chester donated a Treadmill and an Exercise Bike to Hoodland Fire. A used stair stepper machine has also been purchased. This will allow the crews and volunteers to stay at the station versus going to the gym.

v. Laundry – Plans to switch to do laundry in house.

C. Staff Report: DC Scott Kline.

i. Manufactured Home Project – Continuing to work on the RFP.

ii. New Construction – New Mountain Shadow RV Park near Vincent Road. Lots of water supply and access requests for Single Family homes.

iii. ISO - Re-rating went into effect May 1, 2021. Anything within five miles of a Fire Station is rated at a 4 (was previously a 7). Anything outside of that five mile range is a 10. We have two areas of the Fire District that are rated at a 10: East of Rhododendron (Summer Homes) and the Cherryville area. The Cherryville Area could be lowered if we ever did a joint sub-station on the border with Sandy Fire.

iv. CERT – Members are volunteering to help with the two COVID vaccine clinics. Helping to spread the word so the community can get signed up to get their vaccines.

v. Grants – Continuing to research and apply for grants.

D. SDAO Assessment Report.

i. Action items have been updated in the report.

ii. Some items have been completed including Fire Chief goals and evaluations.

iii. Lots of items still an ongoing work in progress including Policies, SOGs, Crew quarters, etc.

iv. Apparatus Replacement Plan will need to be redone. A Water Tender is needed for Government Camp Station.

7. D. Continued

- v. Fee for Service Ordinance has been implemented for large scale vehicle wrecks, so far around \$5,000.00 has been collected.

8. Finance by Financial Manager Carol Norgard.

- A. Budget report, bank statements, and reconciliations were completed and were provided to the Board before the Board Meeting.
- B. End of year Budget discussion. We still need to do a Supplemental Budget.

9. Unfinished Business.

- A. MOU – Mandatory Overtime.
 - i. This will be discussed in Executive Session.
- B. Levy Discussion.
 - i. This discussion will postponed until next month.

10. New Business.

- A. First Reading of Policy #504: Workplace Professionalism.

MOTION MADE: By Cliff Fortune to approve the first reading of Policy #504:
Workplace Professionalism.

2ND: By Shirley Dueber.

DISCUSSION: This Policy was based on a SDAO template.

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

- B. First Reading of Policy #514: Harassment.

- i. This is a update to the current policy to more closely model SDAO's template policy and add some detail.

10. B. Continued

MOTION MADE: By Shirley Dueber to approve the first reading of Policy #514:
Harassment.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

C. First Reading of Policy #523 Dispute Resolution.

i. This Policy was based on a SDAO template.

MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading of Policy #523
Dispute Resolution.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

D. Upcoming Policy for Board Review - Draft Policy #519 Return to Work and
Transitional Duty.

i. This is mostly for on the job injuries covered under Workers Comp.

ii. This Policy will be reviewed more next month.

E. Firewise Support.

i. Government Camp CPO has requested our assistance for helping
them with getting them get rid of brush. We have helped in the past
with funds provided by a grant.

ii. Our Insurance provider doesn't want us to buy a chipper and
recommends contracting out with a vendor. Insurance provider
also suggested doing "micro grants" where the community applies
to get a portion funded.

iii. Money could be added into the FY 2021-2022 to start a program.

11. Motion to Pay Bills.

MOTION MADE: By Shirley Dueber to pay all bills as submitted.

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).

12. Board Member Comments.

A. Darcy Lais – Congratulations to Evan Jarvis on his promotion to Lieutenant. Great idea to have exercise equipment at the station. Great idea to contribute funds to help Firewise Communities.

B. Shirley Dueber – Likes the idea of Firewise and thinks it would be good to do in her community. Congratulations to Evan Jarvis on his promotion to Lieutenant. Great idea to have exercise equipment at the station.

C. Cliff Fortune – Congratulations to Evan Jarvis on his promotion to Lieutenant. Likes that we are offering a COVID-19 Vaccination Clinic. Thank you to the Fire Chief for being proactive versus reactive and not just status-quo.

D. Mary Ellen Fitzgerald – No additional comments.

E. Jacob Rackley – No additional comments.

13. Executive Session under ORS 192.660 (d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 8:25 PM from Regular Session.

RECONVENE: 8:30 PM into Executive Session.

A. Discussion regarding MOU – Mandatory Overtime.

ADJOURN: 8:45 PM from Executive Session.

RECONVENE: 8:52 PM into Regular Session.

14. Other New Business. None.

15. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:53 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant