

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**OCTOBER 12, 2021**

Those Present: Board Members: Shirley Dueber, Nora Gамbee, Jacob Rackley (Zoom) and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Brian Henrichs, DC Scott Kline, Carol Norgard; Financial Manager, Lt. Andy Figini, SFF Jason Kish, FF Dawson Kooch, Gary Brandt (Zoom), Debra Sinz (Zoom), and Sally Chester (Zoom). Guests: Wendy Holladay (Zoom), Jessica Rackley (Zoom), and Brandon Haugh (Zoom).

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1. Call to Order: By Shirley Dueber at 7:04 PM.

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2. Roll Call.

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3. Pledge of Allegiance: Led by DC Brian Henrichs.

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4. Persons to be Heard. None.

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5. Approval of Minutes.

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A. Board Meeting Minutes on August 10, 2021.

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MOTION MADE: By Nora Gамbee to approve the August 10, 2021 Board Meeting Minutes as submitted.

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2ND: By Shirley Dueber.

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DISCUSSION: Mary Ellen Fitzgerald did not attend the meeting.

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VOTE: Passed, Three Ayes and one Abstain. Mary Ellen Fitzgerald (Abstain), Nora Gамbee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

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B. Board Meeting Minutes on September 14, 2021.

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MOTION MADE: By Nora Gамbee to approve the September 14, 2021 Board Meeting Minutes as submitted.

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2ND: By Mary Ellen Fitzgerald.

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DISCUSSION: None.

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VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gамbee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

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5. Continued

C. Board Work Session Minutes on September 21, 2021.

MOTION MADE: By Nora Gambee to approve the September 21, 2021 Board Work Session Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

D. Special Board Meeting Minutes on September 21, 2021.

MOTION MADE: By Nora Gambee to approve the September 21, 2021 Special Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

E. Special Board Meeting Minutes on September 25, 2021.

MOTION MADE: By Nora Gambee to approve the September 25, 2021 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

6. Communications.

A. Thank you email from a patient.

B. Thank you letter from a business for our help on the Cougar Peak Conflagration in Lake County.

C. Thank you phone call/message from a patient.

D. Thank you card from a patient.

7. Reports.

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

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- i. Continuing to attend multiple meetings including Fire Defense Board, HFD Volunteer Association, HFD Safety, Pano Wildfire Cameras, Verizon Wireless Public Safety, etc.
- ii. Alarm Breakdown: 87 Calls in the month of September. Year to date is 828, which is up from this time last year. Turn Out Time was 2:05 minutes and the average Dispatch to Arrival was 8:56 minutes.
- iii. COVID-19 Vaccine Mandate will be discussed later under New Business.
- iv. Firewise will be discussed later under New Business.
- v. Staff Housing project still in process. It will probably take at least a year due to the issue of having to get permits before you can order a manufactured home. The Board would like to receive a timeline/project schedule from Blane Skowhede.
- vi. Company Inspector program is waiting on OSFM to offer training classes.
- vii. Held a couple small COVID-19 Vaccine Clinics for Welches School personnel and community walk-ins.
- viii. Fire Season has been declared over in the Hoodland Fire District. Fires burning in California, unknown if there will be a request for Oregon resources.
- ix. Surplus Property is still in the process of being sold.
- x. Received notification that we were denied for the Safer Grant.

B. Staff Report: DC Brian Henrichs.

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- i. Training: Jason Kish received DPSST certification for NFPA Firefighter 2. Joe Whitfield and Brandon Bergeron both passed their EMT tests.
- ii. Apparatus/Vehicle Maintenance: Continuing to do routine maintenance on apparatus, currently everything is In Service. Updating Placards and standardizing toolboxes on the apparatus.

7. B. Continued

iii. Fire Season: Over in Oregon, but still active in California. Could be a future need for a Conflagration Deployment to California.

iv. Uniforms: Working to find a new screen print t-shirt vendor.

v. Recruiting Volunteers: Collecting Volunteer applications and will set up meetings with candidates for interviews and to go over expectations. Planning for a EMR Class in November/December and a Fire Class in the Spring.

vi. C.E.R.T. is now under DC Brian Henrichs. C.E.R.T. has eleven active members. Team members volunteered 66 hours during the month of September participating in meetings, trainings, etc.

C. Staff Report: DC Scott Kline.

i. New Construction/Plans Review: Dollar General now has a completed (vs. temporary) Certificate of Occupancy. Completed around nine access permits for driveways and water supply. Continuing to send out ISO letters to insurance companies upon request to hopefully reduce customer insurance rates.

ii. Fire Prevention: HFD Open House was cancelled due to COVID-19. Added a Fire Prevention Week section to the webpage. Plans for a Fire Prevention Booth at the Spook Alley Drive Through Event.

iii. Grants: Received an email confirmation that the Safer Grant was denied. AFG Grant for SCBAs award was highlighted in the Mountain Times Newspaper to let the community know that we are actively searching for funding sources. SFF Matt Nicholson is taking the lead on this project and working with vendors.

D. SDAO Assessment Report. None.

8. Finance by Financial Manager Carol Norgard.

A. Account balance overview. Total of all accounts = \$2,273,306.61

B. Budget Summary Report, Year to Date Detail Budget Report, and Check Register Reports.

C. Currently we are at 15% of expenses in the Budget, which is on track for

where we need to be at this point in the year.

D. We don't want to get past 75%-80% of expenses by the end of the Budget year, because we need those "cash carry over funds" (around \$1,250,000.00) to cover the expenses during the next year until tax deposits start coming in.

E. Received a reimbursement for the USFS for our help during the Cooper Creek Fire near Timothy Lake.

F. Still waiting on the Conflagration reimbursements from OSFM.

G. Questions where to locate Cost Recovery funds in the Budget Report. Board Secretary/Treasurer Mary Ellen Fitzgerald will meet with Financial Manager Carol Norgard to get questions answered.

9. Unfinished Business.

A. Fire Chief Evaluation.

MOTION MADE: By Mary Ellen Fitzgerald to accept the draft Fire Chief Evaluation.

2ND: By Nora Gambee.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

10. New Business.

A. Second Reading of Policy 510: Equal Employment.

i. Updating the policy to better comply with Oregon's Equal Employment Laws.

ii. Board Member Cliff Fortune emailed Fire Chief Jim Price that he was in favor of adopting this policy.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy 510: Equal Employment.

2ND: By Nora Gambee.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

10. Continued

B. Second Reading of Policy 519: Return to Work.

i. Updating the policy to include offering transitional duties for injured employees if available.

ii. Board Member Cliff Fortune emailed Fire Chief Jim Price that he was in favor of adopting this policy.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy 519: Return to Work.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gамbee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

C. COVID-19 Update.

i. The deadline for the Oregon COVID-19 Vaccination mandate for healthcare workers is Monday October 18, 2021.

ii. Informed volunteers who do not have an EMS license that the mandate does not apply to them.

iii. The Career Staff, Resident Volunteers, and majority of EMS Volunteers have already been vaccinated or have received an approved exception.

iv. We will continue to reach out the volunteers that have not provided their vaccination record or exception request. If we have not received the information they will have to go on a leave of absence until they can comply.

v. DC Brian Henrichs is working to install a barrier and create a vestibule in the front of the station.

vi. Draft Memo informing all members of what Hoodland Fire is doing to comply with the mandate. All members are directed to not come into the station if they are sick or have a fever and are to call in. After October 18, 2021, all staff and volunteers are to wear an N-95 masks when interacting with the Public. Face masks are Required while at the station and when sharing district vehicles. Members with approved exceptions may have weekly COVID-19 testing or other actions to meet the intent of the mandate.

10. C. Continued

vii. COVID-19 testing was included in a MOU with the Bargaining Unit.

D. Firewise Discussion.

i. Per the Board's request, Fire Chief Jim Price contacted USFS Jeremy Goers, and he is willing to come to the November 9, 2021 Board Meeting to discuss fuels management concerns.

ii. Working to design a Firewise Program to provide funds and/or resources to the community for reducing fuels on their property. We are educating the public, but we need to offer an incentive to help encourage their participation. There are multiple options to consider:

a. Buy a trailer, bring it to resident's house, and then haul off debris. Cons: Labor intensive to drop off trailer, pickup trailer, and haul trailer to dump station. There is no place to dump yard debris close by, would have haul the debris into Troutdale. There are also fees to dump the debris.

b. Buy a chipper, bring it to resident's house and chip the debris. Cons: Insurance carrier does not recommend Hoodland Fire taking on the liability of a chipper. Labor intensive to bring to resident's house and chip debris. Issue of hauling off chips or leaving the chips?

c. Rent a chipper or curtain burner twice a year and allow the public to drop off debris?

d. Hire a chipping service to chip and haul off debris.

11. Motion to Pay Bills.

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

2ND: By Nora Gambee.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye).

12. Board Member Comments.

A. Shirley Dueber – Thank you to the staff and volunteers. At 15% of the Budget, we are doing good and right where we need to be!

12. Continued

B. Nora Gambee – Thank you to Fire Chief Jim Price for staying, we need you! C.E.R.T. would be a great resource to use for starting a Firewise Program.

C. Mary Ellen Fitzgerald – Glad to be making progress, we are on the right path.

D. Jacob Rackley – No additional comments.

13. Executive Session. None.

14. Other New Business.

A. C-800 - Crutcher's Bench Tower Update.

i. Crutcher's Bench Tower paging system is now up and running and volunteers are now getting pages up Lolo Pass Road. They are still working to get the microwave relay towers aligned.

B. Recent Vandalism at the Government Camp Station.

i. The police were called and the perpetrator was caught.

ii. There is damage to the siding in the front of the station.

iii. We need to get an estimate to see how much it will cost to fix.

C. Upcoming Board Action Items.

i. 2021 OFDDA Conference in Ashland November 4-6, 2021.

a. Cliff Fortune is planning to attend in person.

b. Mary Ellen Fitzgerald and Jacob Rackley are not going to attend this year.

c. Nora Gambee and Shirley Dueber might go and carpool?



15. Adjournment.

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ADJOURNMENT: Meeting adjourned by Nora Gambee at 8:25 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant