



Duty • Honor • Community

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# HOODLAND FIRE DISTRICT #74

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## **BOARD OF DIRECTORS MEETING AGENDA**

### **FEBRUARY 9, 2021**

### **7:00 PM**

To attend the meeting, please join via Zoom Meeting

<https://zoom.us/j/8113499270>

Meeting ID: 811 349 9270

Call In #: +1 253 215 8782 US (Tacoma)

**\*The meeting room is closed due to COVID-19 concerns so public participation is encouraged via Zoom\***

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) PERSONS TO BE HEARD
- 5) APPROVAL OF MINUTES
  - A. Board Meeting Minutes January 12, 2021
- 6) COMMUNICATIONS
- 7) REPORTS
  - A. Chiefs Report: Fire Chief Price
  - B. Staff Report: DC Henrichs
  - C. Staff Report: DC Kline
  - D. SDAO Assessment Report
- 8) FINANCE [Financial Manager Norgard]
- 9) UNFINISHED BUSINESS
  - A. Mobile Home

Background: There is a need to provide a housing solution for our career and volunteer staff. DC Kline has met with Clackamas County and has provided updates to the Board.

Action Requested: Discuss options and provide direction to Staff

- B. Strategic Plan  
Background: A Strategic Plan has been presented to the Board for review. If the Board wishes to consider this plan- they generally have 3 options: 1) don't take any action; 2) accept the plan without any other action; or 3) adopt the plan as a direction for the Fire District. Chief Abel's suggestion is to adopt the plan [much like the SDAO assessment], so it becomes an accountable roadmap.  
Action Requested: Discuss and approve.

10) NEW BUSINESS

- A. Change Signers on Financial Accounts  
Background: Fire Chief Jim Price needs to be added as a signer to all of Hoodland Fire Financial Accounts. All Clackamas County Bank Accounts associated with Hoodland Fire and LGIP Accounts. Scott Kline might need to be removed from the Clackamas County Bank accounts associated with Hoodland Fire. New Signatures Cards will need to be signed at Clackamas County Bank.  
Action Requested: Board Motion is needed to add Chief Price as a new signer to the accounts and possibly remove Scott Kline.
- B. Change Authorized Officer on Riverview Community Bank Account  
Background: Currently Scott Kline is the Authorized Officer. Fire Chief Jim Price needs to be added as Authorized Officer on the Riverview Community Bank Account.  
Action Requested: Board Motion needed to change the Authorized Officer.
- C. Possibly Change Authorized Representative on Riverview Community Bank Account.  
Background: Currently Carol Norgard is the Authorized Representative on the Riverview Community Bank Account. There can be more than one Authorized Representative on the Account.  
Action Requested: Board Motion needed to change and/or add another Authorized Representative.
- D. Change Registered Agent  
Background: Fire Chief Jim Price needs to be added as a Registered Agent for HFD with the Oregon Secretary of State.  
Action Requested: Board Motion needed to change the Registered Agent with the Oregon Secretary of State
- E. First Reading of Policy 512 – Performance Evaluations.  
Background: SDAO suggested that Hoodland Fire should have a Policy on Employee Performance Evaluations.  
Action Requested: Board Motion needed to approve the first reading or provide suggestions for changes.

- F. Draft Employee Performance Evaluations Forms.  
Background: SDAO suggested that Hoodland Fire should conduct regular Employee Performance Evaluations. Draft Evaluation forms have been developed for Firefighters, Officers, Fire Chief, and Admin.  
Action Requested: Discussion and/or provide suggestions for changes.
- G. Letter from the Board to the Oregon Secretary of State  
Background: Hoodland Fire's auditor Pauly, Rogers, and Co., P.C. sent a FY 2018-2019 Audit Management Letter that identified a significant deficiency. A letter has been drafted with a Corrective Action Plan (already in place) to send to the Oregon Secretary of State.  
Action Requested: Board Motion needed to approve and Board Members need to sign the letter.
- H. Addendum to Fire Chief Contract  
Background: Addendum needed to clarify some items under the Compensation section of Jim Price's Contract  
Action Requested: Board Motion needed to approve and Board Members need to sign the addendum.

- 11) MOTION TO PAY BILLS
- 12) BOARD MEMBER COMMENTS
- 13) EXECUTIVE SESSION
- 15) OTHER NEW BUSINESS
- 16) ADJOURNMENT