

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
November 12, 2019

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley, and Cliff Fortune. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, Lt. Andy Figini, Lt. Eric Macy, SFF James Lucas, FF Nick Miller, FF Jaden Markham, FF Debra Sinz, Sally Chester, and Gary Brandt. Guests: Blane Skowhede, John Watts, and Shane Meyer.

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Pledge of Allegiance: Led by Cliff Fortune.

3. Persons to be Heard.

A. Shane Meyer, Technical Account Manager with POA.

i. HFD server, computer systems, and security needs upgrading.

ii. 14 HFD Computers are operating on Windows 7. Windows 7 will no longer be able to be updated after January 2020.

iii. Multi-Factor Authentication is preferable for extra security.

iv. Future plans to move the email into the cloud vs onsite, which will help with the black list issue.

v. Future plans to move the server to the cloud.

vi. Detailed information regarding the security breach is still unknown. POA is now keeping a close watch to prevent future issues.

4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday October 8, 2019.

MOTION MADE: By Darcy Lais to approve the October 8, 2019 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Three Ayes (Shirley Dueber, Jacob Rackley, and Darcy Lais) and One Abstain (Cliff Fortune).

4. Approval of Minutes Continued.

B. Work Session Minutes on Thursday October 10, 2019.

MOTION MADE: By Darcy Lais to approve the October 10, 2019 Work Session Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Three Ayes (Shirley Dueber, Jacob Rackley, and Darcy Lais) and One Abstain (Cliff Fortune).

C. Special Board Meeting Minutes on Tuesday October 22, 2019.

MOTION MADE: By Cliff Fortune to approve the October 22, 2019 Special Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

D. Board questions during the October Board Meeting.

- i. The Board Meeting Minutes from Tuesday October 8, 2019 lists out the Board Questions raised during the meeting and documents answers that were obtained after the meeting. Research was done after the meeting in order to fully answer the Board Questions.

5. Communications by Fire Chief John Ingrao.

A. 2019-2020 Tax Levy Certification from Clackamas County regarding tax monies to be received.

B. Western Fire Chief's Daily Dispatch Advertisement for the Deputy Chief's Position.

C. National Minority Update Advertisement for the Deputy Chief's Position.

D. Mountain Times Advertisement for the Deputy Chief's Position.

E. Thank you letter from Camp Arrah Wanna for a Fire Safety Basket.

F. Letter from Zoll regarding the lack of monitor/defibrillator support for older machines after February 2021. This will impact 4 out of 6 HFD machines. Eric is working with the County EMS committee to look into standardizing monitor/defibrillators in Clackamas County.

6. Reports:

A. Blane Skowhede.

i. Government Camp Station Remodel:

a. 15 Construction meetings so far.

b. Work is starting to slow down.

c. OCE has been working on fixing the cabinets and
countertops.

d. Fire Sprinkler System is nearing completion.

e. C-800 station alerting shipment was delayed.

f. November 29, 2019 is the scheduled date for project
completion.

g. Recent change order to decrease the water line costs,
because Government Camp Water is paying for the water
line.

h. Preliminary Project Cost Projection explained.

i. There will still be some funds available once the project is
complete for some of the elective change orders.

j. Government Camp Generator will be discussed further
under Strategic Planning Updates.

B. Chief's Report by Fire Chief John Ingrao.

i. Deputy Chief Selection Process.

a. Flow Sheet with the dates outlined.

b. No more than two board members can be on the interview
panels. Let Chief Ingrao know who will be on the panels.

c. If we don't get five qualified candidates then we will have to
extend the deadline and change the timeline.

6. B. Chief's Report Continued.

ii. Open Burning is Allowed.

a. Large piles require HFD or ODF permit.

b. ODF wrote a burn permit for a large clear cut. ODF will provide a Town Hall community discussion regarding Smoke Management at HFD on November 21, 2019

C. Finance by Financial Manager Carol Norgard.

i. Consolidated Budget Report by Month shows that we received our first tax deposit.

ii. October Employee Overtime Breakdown with their potential cash out values.

iii. Carol will contact Clackamas County to see if they separate out the the deposits by tax monies and local option levy tax monies.

D. Prevention by Lt. Scott Kline.

i. Inspections.

a. New Oregon Fire Code going into effect on November 15, 2019.

b. New Oregon Specialty Structural Code going into effect January 1, 2020.

c. Golden Poles Condominium project is almost complete.

ii. Plans Review.

a. Two new plans review, including a 7,300 square foot house that will have an elevator and will require a fire sprinkler system.

iii. Fire Prevention.

a. CERT is continuing to work on their Winterwise Community Outreach.

6. D. Prevention Report Continued.

iv. ISO.

- a. Upcoming meeting with the ISO Rep, trying to persuade them to hold off re-rating until after Government Camp Station is completed.

vi. GIS.

- a. Scott is taking an online class to learn how to develop the GIS applications for HFD.

vii. Image Trend.

- a. Documentation SOG has been approved by Chief Ingrao.
- b. Scott is continuing to work to develop new forms that will help improve ease of use and quality reports.

viii. Grants.

- a. Continuing to work on applying for grants.

E. Safety by Fire Chief John Ingrao:

- i. Lt. Burks is off due to a death in the family.
- ii. Safety Chairperson is still needed.
- iii. Safety Issue was identified and staff is working to secure equipment in the apparatus.

F. EMS by Lt. Eric Macy.

i. CPR.

- a. Members certifications are expiring so Eric will be scheduling courses to keep everyone current.
- b. Working with Cascade Healthcare to get a Train the Trainer Instructor Course at HFD.

ii. Medication Shortages.

- a. Dextrose 50% and Sodium Bicarbonate have been ordered.

6. F. EMS Report Continued.

iii. Clackamas County.

- a. Working to standardize EMS equipment, improve training, and update the ASA to reduce response times.
-

G. Training by Lt. Andy Figini.

- i. Resident Volunteers Matt Garcia and Jaden Markham are working on getting signed off on E 354 so that they can respond while stationed in Government Camp.
-

- ii. DPSST Audit for recertification will happening soon.
-

H. Union by Lt. Andy Figini.

- i. Letter from IAFF Local 1660 under Unfinished Business.
-

I. Volunteers by FF Nick Miller.

- i. Voted in three new members into the Volunteer's Association.
-

- ii. New SOGs on Volunteer requirements and Training requirements.
-

- iii. Nominations are needed for the election of the 2020 Volunteers Association Board.
-

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

- i. Members volunteered 350 hours.
-

- ii. TIP members had two call outs.
-

- iii. Monthly advertisement in the Mountain Times.
-

- iv. Passed out Winterwise public education materials in the community, at Spook Alley, and at the TIP meeting.
-

- v. Provided a Winterwise presentation for Mount Hood Hospice.
-

K. Support Group by Sally Chester.

- i. HFD Christmas Party is Saturday December 14, 2019 from 10:00–11:30 am. All members and their families are encouraged to attend.
-

6. K. Support Group Report Continued.

ii. Government Camp Station Open House possibly on Saturday
December 14, 2019.

iii. HFD Awards Banquet on Saturday January 25, 2019.

iv. Photo of HFD teen members at the National Honor Society
Celebration.

7. Unfinished Business:

A. Strategic Planning Updates.

i. Issues with the generator at Government Camp Station.

a. The current generator is too old to be able to adapt for
automatic power transfer.

b. The Brightwood generator is too small to power the
Government Camp Station.

c. Columbia Cascade construction gave us a quote for a new
generator and installation but the costs are too high. We will
continue to have Blane research to find a lower cost option.

d. The Main Station generator is too old to be able to adapt
for automatic power transfer.

ii. Verizon Donated a generator to replace the Main Station's
generator. The installation will be budgeted for in the 2020-2021
budget.

B. Second reading of Policy 902 Deputy Chief Job Description.

MOTION MADE: By Cliff Fortune to approve the second reading of the changes to
Policy 902 Deputy Chief Job Description.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

C. Seismic Grant Application Assistance Change Order.

i. Seismic Grant Application is due January 17, 2020.

ii. Additional seismic evaluations are needed before we can proceed.

7. Unfinished Business Continued.

D. Letter from IAFF Local 1660 regarding SB 1049.

- i. Senate Bill 1049 implementation would mean that a portion of the PERS contributions will get redirected. To alleviate some of the impact of this bill, the Union is requesting the option for employee work back after retirement.
- ii. An MOU will be developed and provided to the Board at the December Board Meeting.

8. New Business:

A. Policy 107 Identifying Public Records and Costs for Providing Copies.

- i. The policy needs to be updated to meet the changes to Oregon Laws per SDAO's suggestion. The changes to the policy will be brought to the Board at the December Board meeting.

B. Open Budget Committee Position.

- i. Since Shirley Dueber is now a member of Board, there is now a Budget Committee position open.
- ii. Two of the current budget members have terms expiring on December 31, 2019. Already received confirmation that at least one of them would like to renew their term.
- iii. We will advertise the open position(s) in December.

C. Resolution No. 2019-07 Resolution Transferring Funds within the 2019-2020 Operating Budget.

MOTION MADE: By Darcy Lais to Adopt Resolution No. 2019-07 Resolution Transferring Funds within the 2019-2020 Operating Budget.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

9. Motion to Pay Bills.

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By Jacob Rackley.

DISCUSSION: Cliff Fortune and Shirley Dueber would like to declare potential conflict of interests due to receiving reimbursement checks from OFDDA Conference.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy Lais – Glad that Government Camp Station remodel is almost complete.

B. Shirley Dueber – Agrees with Darcy, Government Camp Station remodel has been a long process. Thank you to everyone who has been working so hard around here.

C. Cliff Fortune – Thank you for allowing Shirley and I to attend the OFDDA Conference. The conference was good and it gave me some ideas for the future. Thank you CERT for you efforts with Firewise and Winterwise. Excited about the possibilities with the SPIRE Grant High Axel Rescue.

D. Jacob Rackley – You guys are doing great.

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

RECESS: 8:43 PM from regular session.

RECONVENE: 8:49 PM into executive session.

A. Discuss Union M.O.U.

ADJOURN: 10:04 PM from executive session.

RECONVENE: 10:06 PM into regular session.

12. Other New Business.

A. First reading of changes to Policy 903 Battalion Chief Fire Marshal Job Description.

MOTION MADE: By Darcy Lais to approve the first reading of the changes to Policy 903 Battalion Chief Fire Marshal Job Description.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

13. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 10:12 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant