

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**NOVEMBER 10, 2020**

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Cliff Fortune (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Carol Norgard; Financial Manager, Lt. Andy Figini, Lt. Brian Henrichs (Zoom), FF Jason Kish, FF Nick Miller, FF Brendan Haddon, FF Matt Garcia, FF Kiera McPherson, FF Dawson Kooch, Debra Sinz (Zoom), Nora Gambee, and Sally Chester. Guests: Gary Brandt (Zoom), Caitlin Miller (Zoom), and Cydney Wiseman.

1. Call to Order: By Jacob Rackley at 7:01 PM.
2. Roll Call – The meeting was offered with a Zoom Meeting option, so a roll call was performed to determine attendance.
3. Pledge of Allegiance: Led by Nick Miller.
4. Persons to be Heard. None.
5. Appointments and Oaths of Office.
  - A. Jason Kish, Firefighter.
    - i. Fire Chief Steve Abel appointed Jason Kish to Firefighter. Jason Kish repeated the Oath of Office and was pinned by girlfriend Cydney Wiseman.
  - B. Lieutenant [Deferred to later date].
  - C. Division Chief of Operations and Training [Deferred to later date].
6. Approval of Minutes.
  - A. Board Meeting Minutes on Tuesday October 13, 2020.

MOTION MADE: By Mary Ellen Fitzgerald to approve the October 13, 2020 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

6. Continued

B. Special Board Meeting Minutes on Friday October 23, 2020.

MOTION MADE: By Shirley Dueber to approve the October 23, 2020 Special Board Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

7. Communications.

A. Resignation letter from Interim Fire Chief Steve Abel.

i. Giving notice according to contract, Chief Abel's last day will be December 15, 2020.

ii. Fire Chief selection is in process and there is good leadership in place to help with the transition.

8. Reports.

A. Chief's Report by Fire Chief Steve Abel.

i. CARES ACT Funds.

a. We have received CARES ACT funds to reimburse HFD for purchases that have been made that relate to COVID-19 including video conferencing equipment, laptops, etc.

b. New equipment is being used to offer remote Trainings for Volunteers.

c. New Laptops will allow the Administrative Staff to be able to work from home.

ii. Division Chief Testing.

a. Testing is complete and the list was certified by the Civil Service Commission.

8. A. ii. Continued

b. Brian Henrichs has been offered the position of Division Chief: Operations and Training and his first day will be November 16, 2020.

iii. Fire Chief Recruitment.

a. Lining up 4-5 participants for the Community Member Interview Panel and 4-5 participants for the Fire Chief Interview Panel.

b. Updating Interview Questions. Carol is providing input to update the Financial questions. Modifying the HR questions to reflect issues at HFD.

iv. Audit Update.

a. FY2018-2019 Audit is almost complete.

v. Substation Computer Access.

a. New computers, printers, network access, and internet access are now up and running at Brightwood and Government Camp Substations. These purchases will be submitted for CARES ACT reimbursements.

b. This allows for volunteers to work remotely and not have to come into the Main Station to complete incident reports, etc.

vi. POA/Ricoh IT Services.

a. POA has been helpful in getting all of the computers set up.

b. Plans to switch to Ricoh in 2021.

vii. Strategic Plan.

a. Completing the revisions based on input that has been received. Additional Board of Directors input is still needed.

b. Final Draft will be completed by December 15, 2020.

8. A. Continued

viii. Oregon Governor – 2 Week Pause coming.

a. This weekend will be the last In-Person Training, then the trainings will have to be offered remotely.

b. The Training Company will be completing their Fire Final this weekend, so they will be able to start responding.

ix. OR-OSHA Rules.

a. Encourage Work from Home.

b. Required to have Exposure Plans written.

c. Require additional training for all members.

x. Fire Chief Selection.

a. Due to the Governor's "2 Week Pause" we had to cancel the Fire Chief Candidate "Meet and Greet."

b. After the Fire Chief Interviews there will be a lunch (at the Lions Club) for the panelists and two Board Members [Shirley Dueber and Jacob Rackley] which will allow the Board Members to get feedback from the assessors.

c. Some of the candidates have asked to come in to meet with Interim Chief Abel to get questions answered and for a tour of the District. Chief Abel will be available for any of the candidates who would like to come into to ask questions and get a tour of the District.

d. Fire Chief Selection Process includes 3 Interview Panels that will be conducted simultaneously on Monday November 16, 2020.

(1) Citizen Panel [4-5 Community Members] located at the Lion's Club, interviews will last 45 minutes each. Questions are designed to determine if the candidates would be a good fit within the Hoodland Community. After each interview there will be 15 minutes for discussion amongst the panelists.

8. A. x. d. Continued

(2) Technical Panel [4-5 Fire Chiefs] located in the Training Room, interviews will last 45 minutes each. Questions are designed to determine if the candidates are prepared to become the next Fire Chief at HFD. After each interview there will be 15 minutes for discussion amongst the panelists.

(3) Finance/HR Panel [Chief Abel and SDAO Rep.] located in the Fire Chief's Office, interviews will last 45 minutes each. Questions are designed to determine how the candidates would handle Financial and HR issues at HFD. After each interview there will be 15 minutes for discussion amongst the panelists.

- e. Fire Board Interview Panel will take place later the same day at a Special Board Meeting during an Executive Session. In Open Session the Board can make the determination to select a candidate to make a conditional offer to. This can also be delayed until the next Special Board Meeting.

xi. Special Board Meeting on Tuesday November 17, 2020 at 7 PM.

xii. Additional CARES ACT reimbursements.

- a. Reimbursements can be submitted until January 2021 for purchases through December 2020.

- b. Suggestion to upgrade the air filtration system in the buildings or purchase portable air filter systems to improve the air quality at the stations.

- c. Checking into costs and reimbursement to add MDCs to the apparatus. MDCs would allow responders to receive updated patient information (COVID symptoms) in the apparatus.

- d. Items have to be purchased before they can be submitted for reimbursement, so we have to proceed with caution due to budgetary constraints.

- e. Checking into costs and reimbursement to create a secure vestibule in the front office.

8. Continued

B. DC Scott Kline's Report.

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i. Net Duty.

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a. Online Scheduling program is in the implementation process.

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b. Recently conducted a "Zoom" Drill to explain how it works.

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c. This program will allow for volunteers to remotely schedule for shifts to come into the station since the number of volunteers are limited due to COVID restraints.

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d. This program also keeps track of time off for the career staff.

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ii. Training Company.

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a. This Saturday will be their final written and practical Fire exams.

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b. Additional training including the EMR class will have to be delayed until the Governor's Orders are relaxed.

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iii. Division Chief: Operations and Training.

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a. Scott will be shifting some responsibilities to Brian and will work with him during the transition.

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iv. Government Camp Generator.

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a. Last piece is now completed.

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v. Manufactured Home Onsite.

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a. Offsite Domicile has been vacated and crews are staying in the Job Shack again.

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b. The Floor Plan that has been selected is 1,782 sq. ft. and has 3-4 bedrooms.

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c. The costs for the home with set up and additional requirements of ADA, non-combustible siding, etc. will be around \$101,635.00. We are also required to add a sprinkler system which will increase the cost.

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8. B. v. Continued

d. Clackamas County permits will cost around \$10,000.00.

e. ODOT wants the access to Hwy 26 reduced to only the width of the Apparatus Bays.

f. There will be additional costs to hook into Water, Sewer, and Power.

g. There will also be site prep fees would be around \$35,000.00

h. The preferred location would require the fuel pumps to be relocated.

i. Total estimate would be \$150,000-\$225,000.00.

j. This will be discussed further under New Business.

C. CERT Report.

i. Written report has been provided to the Board.

D. SDAO Report.

i. Still in process, nothing new has been completed.

ii. Multiple recommendations for the Board in the SDAO Report. Suggestion to have a discussion and come up with a plan on how the Board should proceed with taking action on these items.

iii. This will be added to the agenda and discussed further at the Special Board Meeting on November 17, 2020.

9. Finance by Carol Norgard.

A. Board members received bank account balances via email as requested.

B. Budget Report Overview.

C. Board Secretary/Treasurer Mary Ellen Fitzgerald will come into to review the financials in detail.

10. Unfinished Business.

A. Second Reading of Policy #516: Fraternalization and Member Relationships.

MOTION MADE: By Cliff Fortune to approve the second reading of Policy #516: Fraternalization and Member Relationships.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

B. Second Reading of Policy #020: Adopting an Ordinance.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #020: Adopting an Ordinance.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

C. Second Reading of Ordinance 2020-01.

- i. The Ordinance was read completely in the first reading. Copies have been made available to the public. The ordinance has been appropriately noticed in the newspaper.

MOTION MADE: By Cliff Fortune to approve the second reading and to adopt Ordinance 2020-01 for Out of District and Cost Recovery.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

- ii. The Ordinance will not take effect until 30 days has passed.

- iii. A copy will be filed with Clackamas County.

D. Second Reading of Policy #003: Officers of the District Board.

- i. This policy replaces and combines existing Policies 002, 003, 004, 005 and 009.



10. D. Continued

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #003:  
Officers of the District Board.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

11. New Business.

A. Request to authorize a promotion on existing Promotional List.

- i. Testing was completed and a list was certified by the Civil Service Commission.
- ii. There are currently only two names left on the list.
- iii. Board approval is needed to move forward with two versus three.

MOTION MADE: By Shirley Dueber to allow the Interim Fire Chief to promote a  
Lieutenant off of the existing list with only two names.

2ND: By Cliff Fortune.

DISCUSSION: If the Board would like to re-test there could be more names added  
to the list, but this would delay the promotion until 2021.

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

B. Request to authorize the purchase of placing a manufactured home at the  
Main Station.

- i. Strategic Planning identified the need to provide adequate housing  
onsite for the crews versus offsite at the Domicile.
- ii. Initial estimate was around \$300,000.00
- iii. The funds could come out of the Building Reserve Account.
- iv. The manufactured home could also be used during a remodel/  
rebuild in the future.
- v. Direction from the Board is needed before we can proceed further.

11. B. Continued

- vi. Sleeping capacity is needed for a minimum of 5 (2 Career Staff and 2-3 Volunteers) at a time. The Job Shack will no longer be needed. The manufactured home would provide sleeping for five, living quarters, kitchen, bathrooms, etc.
- vii. The documents will be emailed to the Board and it will be discussed more at the Special Board Meeting on November 17, 2020. The Board Members can email additional comments to BC Scott Kline before the meeting.

12. Motion to Pay Bills.

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

2ND: By Cliff Fortune.

DISCUSSION: It is an ORS requirement to vote on paying the bills. The bills are available to the Board Members attending in person and the checks are signed by the Board Members attending in person. A list of all of the bills was also sent to the Board Members via email for those attending remotely.

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

13. Board Member Comments.

- A. Shirley Dueber – Congratulations to Jason Kish on his appointment. Excited about moving forward with the Fire Chief Interviews. Thank you to Chief Abel for getting us to where we are today, we don't want you to go.
- B. Mary Ellen Fitzgerald – Exciting time with a new Fire Chief coming on board. Thrilled to have Brian and Scott as Division Chiefs. Glad the last 9 months are behind us. Happy with the direction we are going in now.
- C. Cliff Fortune – Glad everyone is wearing masks with the virus numbers increasing in Oregon. Congratulations from moving from Senior Firefighter to Lieutenant to Division Chief in two months. Congratulations to Jason Kish on his appointment, better late than never. Goodbye to Tyler Myers. Goodbye to Chief Abel, you have done a spectacular job! Good job running the meeting Jacob Rackley!
- D. Jacob Rackley – Thank you to Carol, you are doing great with the financials!

14. Executive Session. None.

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15. Other New Business.

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A. Special Board Meeting on Monday November 16, 2020.

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i. This meeting is where the Board will interview the Fire Chief candidates. The projected start time is around 3:00 PM. Chief Abel will confirm and inform the Board of the exact start time.

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B, Spire Grant Vehicle.

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i. This is still on hold, no new updates.

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C. Sandy Ridge Trail Update.

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i. Mary Ellen Fitzgerald will meeting with DC Scott Kline for an update.

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16. Adjournment.

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MOTION MADE: By Cliff Fortune to adjourn the meeting.

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2ND: By Shirley Dueber.

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ADJOURNMENT: Meeting adjourned by Jacob Rackley at 8:33 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*  
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant