

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**DECEMBER 8, 2020**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Steve Abel; Interim Fire Chief, DC Scott Kline (Zoom), DC Brian Henrichs (Zoom), Carol Norgard; Financial Manager, FF Nick Miller (Zoom) and Sally Chester (Zoom). Guest: Jim Price (Zoom).

1. Call to Order: By Darcy Lais at 7:02 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 November 10, 2020.

MOTION MADE: By Shirley Dueber to approve the November 10, 2020 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

B. Special Board Meeting Minutes on November 16, 2020.

MOTION MADE: By Shirley Dueber to approve the November 16, 2020 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

5. Continued

C. Special Board Meeting Minutes on November 17, 2020.

MOTION MADE: By Shirley Dueber to approve the November 17, 2020 Special Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

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

6. Communications. None.

7. Reports.

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

i. CARES ACT Funds.

a. We have received \$20,000 in CARES ACT reimbursement funds so far. We are submitting other purchases that have been made that relate to COVID-19 including video conferencing equipment, computers for substations, washer and dryer, employee costs working on COVID policies, etc.

b. Adding computers, internet, and printers at the substations allows for volunteers to work remotely and socially distance. They no longer have to come to the Main Station to use the computers, printers, etc.

c. All eligible COVID reimbursement expenses have to be purchased by December 30, 2020. The expenses can be submitted for reimbursement up until February 5, 2021.

ii. Manufactured Home Project.

a. Working with Clackamas County to get permits, DC Scott Kline will provide additional information in his report.

iii. Fire Chief Recruitment.

a. Working with SDAO on the employment agreement this will be discussed later in the agenda.

7. A. iii. Continued

- - b. Keeping in regular contact with Jim Price regarding next steps and insight into the Hoodland Fire District.

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  - iv. Lieutenant Promotion.

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    - a. Board previously authorized Chief Steve Abel to proceed with a promotion with only two names on the list.
    - b. Chief Abel has decided to conduct another promotional list.
    - c. Civil Service will continue to be updated.

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  - v. Switch from POA to Ricoh.

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    - a. Plans to transition to Ricoh in January 2021.
    - b. Part of the POA contract will have to be bought out.

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  - vi. Strategic Plan.

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    - a. Finishing up and will present to the Board for approval.

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  - vii. SDAO Assessment.

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    - a. Some of the items that related to the Board and Fire Chief responsibilities are written into the Fire Chief's Employment Agreement.

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- B. Staff Report: DC Brian Henrichs.
- i. Researching costs for additional purchases relating to COVID which are eligible for reimbursement will be discussed under New Business.
  - ii. Issues getting CAD on desktop computers, the way POA has things set up is very odd.
  - iii. Unable to hold in person training due to COVID-19.
  - iv. Lt. Andy Figini is working on DPSST Recertification review for all Combat Firefighters.

7. Continued

C. Staff Report: DC Scott Kline.

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i. Manufactured Home Project.

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a. Submitted application paperwork to Clackamas County and have a Pre-Application Zoom Conference scheduled for Tuesday December 22, 2020. This meeting will provide more details as to what is required and the associated permit costs.

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b. All the information will be gathered and provided to the Chief Officers and to the Board for approval to move forward.

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ii. New Construction.

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a. Dollar General now has a temporary Certificate of Occupancy and they are starting to stock shelves.

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b. Meeting to go over fire code requirements with We Are Camp (Windells). They are planning to expand by adding camp sites with utilities.

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iii. Fire Prevention.

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a. Received 4 cases of smoke alarms through OSFM and will be starting a campaign to provide smoke alarms to those in need through the Senior Center and Meals on Wheels.

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b. Fire Prevention activities had to be cancelled due to COVID-19.

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iv. ISO.

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a. Paperwork complete, waiting for ISO regarding the final re-rating.

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v. New Training Company.

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a. Completed Fire classes and are actively signing up for shifts.

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7. Continued

D. CERT Report by Sally Chester.

- i. CERT is helping with traffic control at Clackamas County's Flu Shot and COVID-19 Testing clinic at Sandy High School.
- ii. Providing Winterwise public education through Zoom.
- iii. December Mountain Times had recruitment ad for TIP.
- iv. Adding members and losing some members, constantly recruiting.

8. Finance by Fire Chief Steve Abel.

A. Bank account balance overview.

B. Budget Report: Received 93% of tax deposits, COVID reimbursements received are under Revenue Misc. At this point in the year the budget should be around 42%, some categories are higher by overall budget is around 30%.

C. Upcoming expenses including Government Camp Bay Doors, uniforms and protective gear, and Apparatus maintenance costs.

D. Board Treasurer Mary Ellen Fitzgerald came into review and sign off on all of the Bank Statements.

E. \$60,000 loan that was borrowed to pay for the Domicile still needs to be repaid back to the Building Reserve Account.

F. Some funds still left in the Government Camp Account should help offset the costs of the Government Camp Bay Door replacement.

9. Unfinished Business.

A. Government Camp Bay Doors.

- i. The date on the motors is 1981, the doors are the original doors and have been patched together multiple times.
- ii. Metro Overhead Door estimate for both doors complete replacement is \$16,500. Timeline is 4-6 weeks out.
- iii. This has was already approved by the Board.

10. New Business.

A. Fire Chief Employment Agreement.

i. Shirley Dueber, Mary Ellen Fitzgerald, and Fire Chief Steve Abel met to finalize the contract. The contract was also reviewed by attorney John Watts.

ii. Jim Price reviewed this contract and approved.

MOTION MADE: By Mary Ellen Fitzgerald to approve the Employment Agreement dated December 5, 2020 for Jim Price.

2ND: By Cliff Fortune.

DISCUSSION: Shirley Dueber and Mary Ellen Fitzgerald will sign the contract.

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

iii. Jim Price will give 30 days' notice to his current employer.

B. Acting Fire Chief.

i. Fire Chief Steve Abel's last day is December 15, 2020.

ii. DC Brian Henrichs' Job Description says that he will act in the absence of the Fire Chief.

iii. Board approval is needed to allow DC Brian Henrichs to take on this role. The Board would also need to authorize whether or not DC Brian Henrichs would receive additional compensation during this transition month.

MOTION MADE: By Shirley Dueber to allow DC Brian Henrichs to act as the Acting Fire Chief from December 16, 2020 until new Fire Chief Jim Price starts in mid-January.

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).

iv. The Board and DC Brian Henrichs agree that no additional compensation will be paid for the month that he is Acting Fire Chief.

10. Continued

C. Budget Committee Members.

- i. Two appointments are up. One member decided to renew and one did not, so there is an open position.
- ii. Budget Committee Members have staggered terms.
- iii. The Board agrees to advertise the position. There will be ads in the Sandy Post, HFD Facebook, HFD Website, and Mountain Times.
- iv. Hoping to have the new Budget Committee Member appointed at the January 2021 Board Meeting.
- v. Sally Chester decided not to renew another term on the Budget Committee, the Board thanks her for the time and effort that she spent on the Budget Committee.

D. Mobile Data Computers MDCs.

- i. MDCs are laptop computers in the apparatus that are connected to the dispatch center so responders can receive dispatcher notes, maps, etc.
- ii. Cares Act allows Fire Districts to get reimbursed for up to \$250,000.00 for COVID-19 related expenditures.
- iii. The issue that responders are having with COVID-19 is that the dispatchers don't want to give patient information over the air, so they type it in the notes. Without MDCs our responders are unable to read those notes.
- iv. The costs would be around \$60,000.00 to add 11 MDCs to the apparatus.
- v. DC Brian Henrichs has done research and has been in contact with other Fire Districts that have gotten MDC reimbursements.
- vi. Currently responders are using their personal cell phone to see a limited amount of CAD information. This is delayed and has limited information.
- vii. MDCs work with Cradle Point to increase connectivity.

10. D. Continued

viii. Most Fire Districts have MDCs. Hoodland Fire is one of the only Districts in Clackamas County that doesn't have MDCs.

ix. If Cares Act doesn't reimburse this we could cover this cost out of other accounts.

x. Estimated maintenance and subscription costs are low.

MOTION MADE: By Mary Ellen Fitzgerald to authorize the purchase a total of 11 MDC units.

2ND: By Shirley Dueber.

DISCUSSION: If the funds are not reimbursed by Cares Act, they could come out of the Contingency Fund.

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

E. Lucas Mechanical CPR Devices.

i. News article in Daily Dispatch regarding how other Fire Districts are using Lucas Mechanical CPR Devices to reduce COVID-19 exposure to first responders providing CPR.

ii. These devices are used to provide continuous and consistent CPR to patients.

iii. CPR is a high risk exposure procedure and responders have even been advised against providing CPR to COVID-19 positive patients.

iv. Contacted AMR about purchasing through them because they get a discount so the cost would be around \$14,000 per unit.

v. DC Brian Henrichs would like to purchase three to go on the primary EMS response unit at each station.

vi. The purchase costs should be reimbursed through the Cares Act Funds.

vii. Estimate only a half an hour additional training is needed for EMS Responders.



10. E. Continued

MOTION MADE: By Darcy Lais to authorize the purchase of three Lucas Mechanical CPR Devices.

2ND: By Shirley Dueber.

DISCUSSION: Comes with a warranty and we will purchase extra batteries and chargers.

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

11. Motion to Pay Bills.

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

2ND: By Jacob Rackley.

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 – Welcome Chief Jim Price. Thank you to DC Brian Henrichs for all of the research that you have done, these items will help Hoodland Fire move forward into the modern world.

B. Shirley Dueber – Congratulations to DC Brian Henrichs on his marriage. Thank you Chief Steve Abel for everything that you have done, the list goes on and on and on.

C. Mary Ellen Fitzgerald – Thank you to Chief Steve Abel for everything you have done! Early warning system now installed for volcanic activity on Mount Hood.

D. Cliff Fortune – Welcome Chief Jim Price. Chief Steve Abel thank you for everything you have done with the Budget, Audits, SDAO Checklist, crew morale, etc.

E. Jacob Rackley – Welcome Chief Jim Price. Chief Steve Abel, you still have seven more days of work!

13. Executive Session. None.

14. Other New Business.

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A. Suggestion to build a Board Calendar.

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B. Suggestion to bring in an consultant to give advice on adding a permanent Structure versus a manufactured home.

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15. Adjournment.

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ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:29 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant