

**HOODLAND FIRE DISTRICT #74**  
**BOARD OF DIRECTORS MEETING AGENDA**  
**April 14, 2020**  
**7:00 PM**

To attend the meeting, please call in via Conference Call:  
Conference Call Number: **1-855-369-0463** Participant PIN Number: **35324237#**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) PERSONS TO BE HEARD
- 5) APPROVAL OF MINUTES
  - A. Board Meeting Minutes Tuesday March 10, 2020
  - B. Special Board Meeting Minutes Tuesday March 10, 2020
  - C. Special Board Meeting Minutes Monday March 16, 2020
  - D. Special Board Meeting Minutes Tuesday March 24, 2020
- 6) COMMUNICATIONS
- 7) REPORTS

A. Blane Skowhede	B. Chief's Report	C. Finance	D. Prevention
E. Safety	F. EMS	G. Training	H. Union
I. Volunteers	J. C.E.R.T.	K. Support Group	
- 8) UNFINISHED BUSINESS
  - A. C-800 Tower Contract Amendment

Background: In the March Fire Board meeting the Board authorized Chief Ingrao to sign the 'First Amendment to the Communications Facility Site Lease on behalf of Hoodland Fire District. These amendment front loaded lease payments for the communications tower at the Brightwood Fire Station to facilitate Hoodland Fire District in upgrading our communications capabilities. We have upgraded our communications equipment, but the amendment has yet to be signed.

Action Requested: Authorize the Interim Fire Chief or Fire Board Chair to sign the agreement on behalf of Hoodland Fire District.

9) NEW BUSINESS

A. Fraternalization Policy

Background: A DRAFT 'Fraternalization Policy' has been developed for review. If the DRAFT policy generally meets the intent of the Board, the next step is generally for a review through SDAO contract with HR Answers. This review usually checks for legal or HR issues.

Action Requested: Either have a 'First Reading' by the Fire Board, recommend any additions or corrections to the DRAFT policy, or direct staff to forward the DRAFT policy for legal/HR review.

B. SDAO Organizational Assessment

Background: The Fire Board and Fire Chief have received copies of the requested Organizational Assessment conducted by SDAO. The Assessment had numerous operational, administrative and policy recommendations. Staff is currently addressing the operational and administrative recommendations. This includes fiscal planning. An issue regarding Policy is the development of a Strategic Plan [also on this agenda] with regards to Fiscal Planning.

Action Requested: For operational and administrative recommendations, direct the Interim Fire Chief to provide monthly updates regarding progress in addressing the recommendations outlined in the Organizational Assessment.

C. Deputy Chief Hiring Process

Background: Through the levy and Board action, the Deputy Fire Chief position is authorized, but not yet filled. Through two recruitments, we have 2 candidates. Ideally, the Fire Chief would select his/her Deputy Chief from the top candidates. As we currently have an Interim Fire Chief and have urgent issues to address as outlined in the Organizational Assessment [SDAO] and the current Covid-19 issues, with Fire Board and Civil Service concurrence, I would like to delay the full testing/selection process and fill the Deputy Fire Chief position internally with an 'Acting Deputy Fire Chief' with a qualified candidate who has also applied for the position. If approved [by both the Fire Board and Civil Service Commission] this position would have the full authority and benefits of the Deputy Fire Chief position.

Action Requested: Discuss and provide direction to the Interim Fire Chief.

D. Budget Officer Appointment

Background: At the March Special Fire Board Meeting, the Fire Board appointed BC Scott Kline as the Fire District Budget Officer to initiate the budget preparation process, which has occurred. The Board discussed the option of designating the Interim Fire Chief as the Budget Officer once he was aboard.

Action Requested: Discuss and either reaffirm BC Kline as the Budget Officer or designate the Interim Fire Chief or other person as Budget Officer.

E. Strategic Planning

Background: As outlined in the SDAO Organizational Assessment, the Fire District should update its Strategic Plan. A Strategic Plan typically addresses service delivery, financial goals, and internal operations. If the Board opts to move forward

with a Strategic Plan, your Interim Fire Chief has experience in facilitating that plan, or another contractor/consultant could be retained. A 45-day [or so] lead time is generally needed to gather data needed for a planning team to make informed suggestions and decisions. A planning team will also need to be identified, as well as a date for the initial planning meeting.

Action Requested: Discuss options and the potential need to move forward with a Strategic Plan, or to delay the development of a plan. If the Board opts to move forward decide if the plan should be facilitated in-house [Interim Fire Chief] via other facilitator/consultant. If the plan is to move forward and conducted in-house, consider having the Fire Board designate one or two Board members to work with the Interim Fire Chief in developing the planning team and process to be used.

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