

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
MAY 10, 2022

Those Present: Board Members: Shirley Dueber, Nora Gамbee, Cliff Fortune (Zoom), Jacob Rackley (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, Kelli Ewing; Administrative Assistant, DC Scott Kline, DC Brian Henrichs, Lt. Evan Jarvis, FF Pat Tritico, FF Jim Jarvis, Sally Chester, and Debra Sinz. Guests: Nick Rinard and Andy Figini.

1. Call to Order: By Nora Gамbee at 7:02 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by Nora Gамbee.

4. Persons to be Heard.

A. Nick Rinard, Government Camp CPO Chair.

i. Thanks Hoodland Fire for supporting Government Camp.
Looking forward to the WUI grants and Firewise help.
Congratulations DC Scott Kline on completing your EFO
certification.

5. Recognition: Andy Figini.

A. Fire Chief Jim Price presented Andy Figini with a card and thanked him for his 7 ½ years of service to Hoodland Fire. Everyone wished Andy well on his new chapter.

RECESS: 7:05 PM for cupcakes and visiting with Andy Figini.

RECONVENE: 7:12 PM into Regular Session.

6. Approval of Minutes.

A. Board Meeting Minutes on April 12, 2022.

MOTION MADE: By Shirley Dueber to approve the April 12, 2022 Board Meeting Minutes as submitted.
2ND: By Nora Gambiae.
DISCUSSION: None.
VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambiae (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).

B. Special Board Meeting Minutes on May 4, 2022.

MOTION MADE: By Mary Ellen Fitzgerald to approve the May 4, 2022 Special Board Meeting Minutes as submitted.
2ND: By Cliff Fortune.
DISCUSSION: Shirley Dueber did not attend this meeting.
VOTE: Passed: 4 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambiae (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Abstain).

7. Communications.

A. 2022 SDIS Best Practices Program: We can receive up to a 10% discount on the general liability, auto liability, and property insurance contributions for the 2023 policy year.

i. The requirements have already been met to receive a 4% discount, the requirements for the other 6% requires action by the Board Members.

ii. Board Members can talk to Carol Norgard or SDIS if they are unsure if they have taken the training classes.

B. Board Upcoming Reminders

i. 1st Budget Committee Meeting May 17, 2022 at 7 PM

ii. 2nd Budget Committee Meeting May 31, 2022 at 7 PM

iii. Board Meeting/Budget Hearing June 14, 2022 at 7 PM

iv. Fire Chief Evaluation June 14, 2022 at 7 PM

7. B. Continued

v. Schedule Work Session in June 2022

vi. Strategic Plan Update in June 2022

C. Thank you letter to DC Scott Kline from OSFM.

D. Safety Meeting Minutes April 12, 2022

8. Reports.

A. Chief's Report: Fire Chief Jim Price.

i. Attended multiple meetings including Collective Bargaining, Fire Defense Board, Wildfire Exercises in Government Camp, etc.

ii. Alarm Breakdown: 330 calls for 2022 and 78 calls in the month of April. Turn Out Time was 1:57 minutes and the average Dispatch to Arrival was 9:55 minutes.

iii. Collective Bargaining Contract will be discussed under New Business.

iv. Staff Housing – DC Scott Kline will provide an update in his report. We are pivoting the project to adding an office building and moving the crew quarters inside.

v. Continuing to follow COVID-19 protocols. Masks are still required for medical calls. Masks are made available to any member/guest that would like to wear them at any time.

Board Question: Any known COVID cases due to exposure at Hoodland Fire?

Answer: None.

vi. OSHA Consultation – DC Brian Henrichs will provide an update in his report.

vii. Draft Budget is complete, and the Budget Committee Meetings are scheduled to for later this month.

viii. Meeting at USFS in Sandy June 8, 2022 at 6:00 PM. Hoodland Fire, CPOs, USFS, etc. will all be meeting to discuss incident response and incident prevention along the Hwy 26 corridor.

8. A. Continued

ix. Wildfire Community Preparedness Event on May 24, 2022 at 6:00 PM. This presentation is in partnership with Hoodland Fire, Clackamas County Disaster Management, PGE, USFS, CCSO, etc.

x. SCBA – Items have been ordered.

xi. Grants – no new updates.

B. Staff Report: DC Brian Henrichs.

i. Attended multiple meetings including Fire Defense Board, Safety Meeting, Volunteer Meeting, etc.

ii. Training: Fire Training Class finishing up. Drivers and Pump Operator Classes scheduled in June 2022. DC Scott Kline and DC Brian Henrichs recently attend a OSFM Class on “Assessing Structure Ignition Potential for Wildfire.”

iii. Uniforms: New T-Shirts ordered waiting for items to be delivered. New Turnouts ordered and they arrived quicker than expected, but prices have gone up.

iv. Apparatus: Waiting on parts to repair the canopy for S-351. Will be evaluating support vehicles and considering surplusung a few.

v. OSHA Consultation Update – An Action Plan was sent to the consultants and all the Serious recommendations have been mitigated. Our case has now been closed. We are continuing to work on fixing the Other Than Serious (OTS) recommendations.

vi. Some HFD CERT Members are also on TIP and respond to two high profile calls in the area that were highlighted in the TIP Quarterly Newsletter.

C. Staff Report: DC Scott Kline.

i. Burn Permits – Issuing permits for large piles.

8. C. Continued

- ii. Prevention – Wildfire Community Preparedness Event on May 24, 2022 at 6:00 PM, a flyer is being distributed. Meetings with Camp Arrah Wanna and Kiwanis Camp regarding camper safety and fuels mitigation. Waiting on ODF and snow to melt to start fuels reduction project in Government Camp. Considering putting together a quarterly Fire Prevention newsletter.

Board Suggestion: Use the CERT Members to hand out Firewise information at the Thriftway shopping center.

Current Plan: Provide Firewise information through Community Meetings with ODF to get more neighborhoods certified as Firewise Communities.

Board Suggestion: Use the CERT Members to go door to door to inform the neighbors when there will be a chip truck in the area.

- iii. Grants – Applied for an RFA/VFA Grant to assist in purchasing the Wildland Slip-On for the High Axel Rescue.

- iv. Manufactured Project – Blane Skowhede has prepared documents to send to Clackamas County for placing an administrative office vs living quarters. Blane Skowhede still has 90% of the funds remaining in the contract.

D. SDAO Assessment Report.

- i. Items in Red are currently in process.
- ii. The recommendations are about 80% completed.
- iii. This will be discussed more at the June Work Session.

9. Finance: Administrative Assistant Kelli Ewing.

A. Bank Statements were prepared by Financial Manager Carol Norgard, reviewed by Fire Chief Jim Price and Board Secretary/Treasurer Mary Ellen Fitzgerald and emailed to the Board.

B. Bank Account Balance Overview, Year to Date Budget Report, and Check Register Report.

C. Currently at 70.53% of budget. We are on track because at this point it should be under 83.33% of Budget.

10. Unfinished Business.

A. Second Reading of Policy #526: Pay Administration.

- i. This Policy was mistakenly omitted from the April 12, 2022 Board Packet, so the policy was tabled.
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MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of Policy #526: Pay Administration.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

B. Second Reading of Policy #528: Sick Leave.

- i. This Policy was mistakenly omitted from the April 12, 2022 Board Packet, so the policy was tabled.
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MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of Policy #528: Sick Leave.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

C. Second Reading of Policy #529: Holidays.

- i. This Policy was mistakenly omitted from the April 12, 2022 Board Packet, so the policy was tabled.
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MOTION MADE: By Cliff Fortune to approve the second reading of Policy #529: Holidays.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

10. Continued

D. Second Reading of changes to Policy #903 Paid Division Chief/Fire Marshal Job Description.

- i. Minor changes include changing the wording "Battalion Chief" to "Division Chief" and changing the work week to "40, 42, or 56-hour work week depending on the needs of the district."

MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of the changes to Policy #903 Paid Division Chief/Fire Marshal Job Description.

2ND: By Nora Gambee.

DISCUSSION: None.

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

E. Second Reading of changes to Policy #921 Paid Division Chief [Operations & Training] Job Description.

- i. Minor changes include changing the work week to "40, 42, or 56-hour work week depending on the needs of the district."

MOTION MADE: By Shirley Dueber to approve the second reading of the changes to Policy #921 Paid Division Chief [Operations & Training] Job Description.

2ND: By Nora Gambee.

DISCUSSION: None.

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

11. New Business.

A. Surplus. None.

11. B. Continued

B. Updated Budget Calendar

- i. The date of the Second Budget Committee Meeting changed because of the Wildfire Community Preparedness Event that was on the same date.

MOTION MADE: By Mary Ellen Fitzgerald to approve the revised budget calendar.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

C. Budget Document Distribution.

- i. Binders are available to the Board of Directors and Budget Committee Members to be picked up or be delivered.

D. Fire Chief Evaluation Forms Distribution.

- i. Evaluation forms were emailed to the Board of Directors.

E. CBA Contract.

- i. There are a few housekeeping changes that were not caught earlier but it is not worth changing the contract.

MOTION MADE: By Shirley Dueber to approve the Collective Bargaining Agreement Effective July 1, 2022 through June 30, 2024.

2ND: By Jacob Rackley.

DISCUSSION: Great job to all involved for getting this complete.

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

12. Motion to Pay Bills.

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

13. Board Member Comments.

A. Cliff Fortune – Thank you to Andy Figini for his service, we wish you luck! Congratulations to DC Scott Kline for your work with the OSFM. Thank you to Fire Chief Jim Price on your work with the Budget, Policies, and Union Contract.

B. Mary Ellen Fitzgerald – Suggestion to increase informal recognition and acknowledgement for staff and volunteers for a job well done.

C. Nora Gambie – Seven TIP members on the TIP team from Hoodland and Sandy. Thank you, Evan Jarvis, for your work on the Union Contract. Thank you to everyone for the guidance helping a new Board Member.

D. Shirley Dueber – Good job DC Scott Kline. DC Brian Henrichs good job on keeping up with the apparatus maintenance. Fire Chief Jim Price, we don't want you to retire early. Good job Kelli Ewing. Thank you, Evan Jarvis, for your work on the Union Contract.

E. Jacob Rackley – The Sandy Fire/Clackamas Fire partnership might alienate some of Sandy's volunteers, so they might want to volunteer at Hoodland Fire.

14. Executive Session. None.

15. Other New Business.

A. Staffing Update.

i. Interviewing three candidates on May 18, 2022 to complete the Civil Service Entry Level Firefighter List. The process will include a Oral Interview Panel and a Physical Agility Test.

ii. Pending the results, the list can be certified by the Civil Service and we can bring them back for a Chief's Hiring Interview to fill the vacancy.

iii. Currently the vacant position is being filled by the crew working overtime. SFF Amanda Schmitt will work as a temporary employee on C-Shift for up to six months and will start on June 16, 2022.

iv. With only three candidates left on the Entry Level Firefighter List, we will need to start the process of creating a new list regardless of if we hire someone off the list or not.

15. A. Continued

v. James Lucas has accepted the Lieutenant's promotion and will be the B Shift Lieutenant starting June 1, 2022.

B. Scheduling Quarterly Update for Work Session and Strategic Plan Update.

i. Chief Price will send out a Doodle Poll to the Board Members with date options in June and July.

16. Adjournment by Nora Gambee at 8:26 PM.

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Administrative Assistant

Notes Typed By: Kelli Ewing, Administrative Assistant