

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
FEBRUARY 8, 2022

Those Present: Board Members: Shirley Dueber, Nora Gambée, Cliff Fortune (Zoom),
Jacob Rackley (Zoom), and Mary Ellen Fitzgerald (Zoom) Staff: Jim Price; Fire Chief,
Carol Norgard; Financial Manager, DC Scott Kline, Sally Chester (Zoom), Bailey
Guevara (Zoom), and Deb Sinz (Zoom).

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

2. Roll Call.

3. Pledge of Allegiance: Led by DC Scott Kline.

4. Persons to be Heard. None.

5. Approval of Minutes.

A. Board Meeting Minutes on January 11, 2022.

MOTION MADE: By Nora Gambée to approve the January 11, 2022 Board Meeting
Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

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

B. Special Board Meeting Minutes on January 31, 2022.

MOTION MADE: By Jacob Rackley to approve the January 11, 2022 Board Meeting
Minutes as submitted.

2ND: By Nora Gambée.

DISCUSSION: None.

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

6. Communications.

A. Thank you card from Earth Cruiser. Earth Cruiser is the company that was
awarded the contract to manufacturer the High Axel Vehicle that we were
awarded through the SPIRE Grant.

7. Reports.

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

- i. Attended multiple meetings including Civil Service, EMS Consultants for Clackamas County, etc. Participated in the first of many meetings for the Collective Bargaining negotiations, which will be discussed more during Executive Session.
 - ii. Alarm Breakdown: 96 Calls in the month of January. Turn Out Time was 2:11 minutes and the average Dispatch to Arrival was 9:53 minutes.
 - iii. Staff Housing – DC Scott Kline will provide an update in his report.
 - iv. Continuing to follow COVID-19 protocols. Currently the State of Oregon is planning to lift the indoor mask mandate by March 31, 2022.
 - v. The SCBA evaluation committee selected MSA - G1 as the preferred SCBA. A proposal will be brought to the Board to approve before going out to bid.
 - vi. Grants – DC Scott Kline will provide an update in his report.
 - vii. USFS Letter – Chief Price followed up and set up a meeting in March.
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B. Staff Report: DC Brian Henrichs. None.

C. Staff Report: DC Scott Kline.

- i. New Construction: New 7-unit apartment complex is under construction. Site prep is underway for the new 27-home project.
 - ii. 2022 Fire and Life Safety Codes: Finished work on the Food Cart Section.
 - iii. 2022 Inspections: Recently inspected Windell's. Following COVID-19 protocols. Company Inspector program is on hold, waiting on OSFM to offer training classes.
 - iv. Burn Permits – Issuing permits for large piles, informing C-COM to reduce smoke complaint dispatch calls.
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7. C. Continued

- v. Prevention – Working on a fire prevention safety training program for the local Boy Scout Troop.
- vi. Spire Grant Award – Received the High Axel vehicle, we will retrofit it to be a Brush Rig with a slip-on unit that can be removed if deployed by the State of Oregon OEM.
- vii. Grants – Applied for three grants totaling \$1,392,000. \$75,000 fuels reduction grant, \$341,000 AFG for a new Water Tender, and \$976,000 Volunteer Recruitment and Retention employee along with uniforms and training funds. Starting work on another grant for fire prevention, fuels reduction, and electronic reader board. Continuing to work with SFF Matt Nicholson on the SCBA project.
- viii. Manufactured Home Project – Received an update from Blane. A vendor and a design have been selected. Clackamas County is not requiring a sprinkler system but is requiring ADA.
- ix. Board Concern: There is currently no jurisdiction and fire inspections are not required on private homes, rentals, vacation homes, etc. Concerned citizens can contact the Clackamas County Commissioners, State Representative, or State Senator.
- x. Board Request: Provide the Board with an estimated project timeline from Blane Skowhede by the March Board Meeting.
- xi. Board Concern: Cost for the slip-on unit for the High Axel vehicle. No contract has been signed, still in the planning phase.
- xii. Board Concern: Time spent on Fire Prevention program for the Boy Scouts. Some materials will be given to the Den leaders to teach. Suggestion to engage volunteer/staff help so DC Scott Kline is not overburdened and to consider the appropriate pay level for that type of work.

D. SDAO Assessment Report.

- i. An update will be provided at the March Board Meeting.

8. Finance: Financial Manager Carol Norgard.
- i. Bank Account Balance Overview. Funds did not have to be transferred into the checking account this month because we finally received the Conflagration Reimbursements.
 - ii. Year to Date Budget Summary Report in a simplified format. Currently at 47% of the expendable budget which is pretty good.
9. Unfinished Business. None.
10. New Business.
- A. VOIP Phone System.
 - i. The current phone system is obsolete and the voicemail system is broken.
 - ii. Currently getting quotes from multiple vendors on options and costs.
 - iii. We can rent or purchase the phones. The monthly cost will be less than what we are currently paying.
 - iv. Board Concern: Regarding power outages and the VOIP phones. When the generator is powered on, the internet is powered as well. Plans to keep one hardwired line in the station.
 - B. First Reading of Policy #526: Pay Administration.
 - i. New policy to meet the requirements for the State of Oregon Pay Equity and to define the pay practices for employees not under contract. There will be an appendix that will be updated every year.
 - C. First Reading of Policy #527: Vacation.
 - i. New policy to ensure that there is defined consistent and equitable paid vacation practices for employees not under contract. There is a change to prevent employees from selling their vacation and a cap on banking vacation.

10. Continued

D. First Reading of Policy #528: Sick Leave.

- i. New policy to meet the guidelines for State of Oregon sick leave and define sick leave practices for employees not under contract. There is also a cap on banking sick leave.

E. First Reading of Policy #529: Holidays.

- i. New policy to establish the Holidays that the Hoodland Fire District observes. The floating holiday has been changed to Martin Luther King Jr. Day to be consistent with other public agencies.

MOTION MADE: By Mary Ellen Fitzgerald to table Policy #526: Pay Administration, Policy #527: Vacation, Policy #528: Sick Leave, Policy #529: Holidays until the March 8, 2022 Board Meeting.

2ND: By Nora Gambee.

DISCUSSION: Board members would like more time to review these new policies.

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

11. Motion to Pay Bills.

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

2ND: By Nora Gambee.

DISCUSSION: None.

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

12. Board Member Comments.

A. Cliff Fortune – Fire Chief Jim Price, thank for your work on these new policies. DC Scott Kline, keep up the good work applying for grants! We need to come together more as a family.

B. Shirley Dueber – Keep up the good work! Thank you, Fire Chief Jim Price, for continuing to educate and update the Board. Thank you Financial Manager Carol Norgard for keeping a close eye on the budget! DC Scott Kline, keep up the good work applying for grants!

12. Continued

- C. Mary Ellen Fitzgerald – Plans are in the works to plan a Picnic/Awards Celebration. If members have concerns and would like to speak at the Board Meeting we can add a spot on the agenda or they can speak under Persons to be Heard.

Additional Comments by Sally Chester: Working with others to plan a Picnic/Awards Celebration to honor our members and celebrate with the Hoodland Fire family and agency partners. The Board Members need to embrace our own members and discuss how recent firefighter deaths (St. Paul, Oregon and Idaho) effect our firefighters.

- D. Jacob Rackley – Persons to be heard is at the beginning of the meeting. These comments are insulting to the Board Members and are inappropriate and disrespectful.

- E. Nora Gabee – The Board does not receive notification of Firefighter deaths from outside the area. Suggestion to have a Volunteer Forum where they can discuss any issues without management and the representative can bring forth concerns to the Board.

13. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 8:25 PM from Regular Session.
RECONVENE: 8:36 PM into Executive Session.

- A. Discussion regarding CBA negotiations.

ADJOURN: 9:40 PM from Executive Session.
RECONVENE: 9:43 PM into Regular Session.

14. Other New Business. None.

15. Adjournment by Shirley Dueber at 9:44 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant