

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
February 14, 2017

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, Ron Partlow, and Darcy Lais. John Ingrao, Fire Chief and Carol Norgard, Financial Manager. Guests: SFF Joe Schwab, SFF Andy Figini, Debra Sinz, Nick Miller, and Susan Mikolasy.

1. Call to order: By Cliff Fortune at 7:00 PM.

2. Pledge of allegiance led by Nick Miller.

3. Persons to be heard. None.

4. Approval of the minutes.

MOTION MADE: By Pat Buckley to approve the January 10, 2017 Board Meeting minutes.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications.

A. Lots of communications included in the packet.

i. Thank you from Sandy Fire for sending a standby crew for their banquet.

ii. Recertification from DPSST.

6. Reports:

A. Chief's Report by Chief John Ingrao.

i. Tally for 2017 is 147 calls. Up 43 calls from 2016. 107 calls since the last board meeting. 62 calls during the paid day hours and 45 calls during the night volunteer hours. The calls break down to 51 EMS, 8 MVAs, 2 Chimney Fires, 3 Vehicle Fires, 15 Service Calls, 22 Good Intent Calls, 4 False Alarms, and 2 Hazardous Conditions.

ii. Chief's Notes included in the packet.

a. Mandatory Volunteer Meeting went very well, only a few couldn't make it, but called in.

b. Will cover Policy question later on in the meeting.

c. Will cover Government Camp Station later on in the meeting.

d. Picked up our Cab and Chaises in Sandy and volunteers drove them to Hillsboro to get pre-work done. The company will transport the vehicles to Medford to get the pumps installed. We will be responsible for picking them up and doing the final check off.

6. Continued.

B. Prevention Report by Fire Marshal Scott Kline.

- i. Scott was unable to make it to the meeting. See report included in packet.

C. Volunteers Report by President Nick Miller.

- i. Lots of snow, lots of calls, and lots of volunteer support.
- ii. Volunteers doing standby cover for Sandy's, Estacada's, and Corbett's Banquets.
- iii. Volunteers Melinda, Pat T., Byron, and Kevin are going to the Fire Academy this spring.
- iv. Put together a Squad Duty Sign Up Sheet. Trying to get volunteers to sign up if available.
- v. Estacada has a volunteer brochure, going to recreate it for HFD and get Chief's final approval.
- vi. Training Company interviews went well. Nine participants. Starting on Saturday with EMR Training first.
- vii. Several volunteers in EMT classes.
- viii. Thank you letter from a patient.
- ix. All of the volunteers are on board with the changes. Safety will be a top priority.
- x. HFD Banquet was great. Great food and entertainment.

D. HEART Group by Debra Sinz.

- i. Board Meetings are now the first Thursday of the month.
- ii. Last meeting was on February 2nd.
- iii. Sent out emails to all members to find out if they want to stay active. 17 replied that they will stay active.
- iv. All Board Members need to get their GMRS license by the end of March.
- v. All Board Members roles and responsibilities were discussed.
- vi. Will now be tracking active members training and recerts. They must also have background checks completed.
- vii. HEART purchased some totes for Spook Alley supplies to help it to be more organized.
- viii. HEART purchased some crank radios for emergencies.
- ix. The next Cert Basic class will be in late summer or early fall.
- x. The next HEART Board Meeting will be March 2nd.

E. Safety Committee by Susan Mikolasy.

- i. Susan left for the call. Safety inspection was completed for Brightwood. We are working on solutions to address the concerns. Good attendance at the safety meetings.

F. I.A.F.F. 1660 Union Report by SFF Joe Schwab.

- i. Been a busy month with weather challenges and creating new SOGs.
- ii. Had a meeting with Board Members about 24 hour coverage.

6. F. Continued.

- iii. SFF Andy Figini recently got some additional training at the Firemanship Conference in Portland.
- iv. SFF James Lucas received his 20 Years of Service pin and plaque at the banquet.

7. Unfinished Business.

A. Board Lunch is Friday February 24, 2017. Marinated Rib Eye Steak will be served. Three Board Members said they would be able to attend.

B. Strategic Planning Updates.

- i. Government Camp Station Update.
 - a. Had a recent meeting with Blaine and Mr. Queener that went well.
 - b. In the packet is a diagram from Blaine for the new one story remodel design.
 - c. Working with our attorney John Watts to understand what we need to do in order to find and hire a general contractor. We will have to send the job out to bid.
- ii. 24 hour Staffing Main Station Housing.
 - a. To relieve the burden on Scott Kline, let's have Blaine and Keystone Architecture give us a proposal to take over the process for temporary housing until a new main station is built.

MOTION MADE: By Pat Buckley to get a proposal from Keystone Architecture to speed up the process for temporary housing for the staff.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

- iii. Safer Grant has been updated and resubmitted. We should know more by this summer.

8. New Business.

A. Policy Manual Index Changes Key and SOGs.

- i. Will go through the policies changes one by one at the Board Work Session on Saturday. Polices have to go through two public readings before they can be changed.
- ii. New SOGs are the day to day guidelines. We will discuss them one by one at the Work Session.

B. Net Motion IGA with Clackamas Fire Defense Board.

- i. Need Board Approval for the contract.

8. B. i. Continued.

MOTION MADE: By John Pruden to the enter into a Net Motion IGA with Clackamas Fire
Defense Board.
2ND: By Darcy Lais.
DISCUSSION: None.
PASSED: Unanimously.

C. Image Trend Program.

i. New and faster program for charting, tracking, and reporting.

MOTION MADE: By Darcy Lais to approve the Image Trend contract and costs.
2ND: By Pat Buckley.
DISCUSSION: None.
PASSED: Unanimously.

D. Polices #110 Clarification.

i. Contacted attorney about the cell phone policy. Active members are eligible for discounted cell phone rates through Verizon.

E. Clackamas County 800 Radio System.

i. Contacted by Mark Sprouse about why we have not converted to 800 Radios already since everyone else has. If we stay on VHF we will have to pay the whole cost to maintain.

MOTION MADE: By Pat Buckley to start the transition over to 800 Radios.
2ND: By Ron Partlow.
DISCUSSION: None.
PASSED: Unanimously.

F. Chief Ingrao's Contract.

MOTION MADE: By Darcy Lais to correct the mistake in the contract.
2ND: By John Pruden.
DISCUSSION: None.
PASSED: Unanimously.

9. Motion to pay the bills.

MOTION MADE: By Pat Buckley to pay all the bills as submitted.
2ND: By Darcy Lais.
DISCUSSION: None.
PASSED: Unanimously.

10. Board Members Comments.

A. Darcy – Congratulations to Nick Miller, Lisa Kline, and the Volunteers Association on a successful banquet.

B. Ron – Glad we found out about the 800 Radios before it was too late.

C. Pat B. – Very good banquet. Great job on all of the work Chief Ingrao is doing.

D. John P. – Impressed with all of the detective work Chief Ingrao is doing.

E. Cliff – Great Banquet. Thanks for sending the Board to the SDAO Conference, it was really good and we learned a lot.

11. EXECUTIVE SESSION, to be held under ORS 192.660 2(d) to confer with persons designated by the Board to handle labor negotiations.

RECESS: 8:30 PM from regular session.

RECONVENE: 8:34 PM into executive session.

A. Review Union Documents and Wages.

ADJORN: 9:59 PM from executive session.

RECONVENE: 10:00 PM into regular session.

12. Other New Business. None.

13. Adjournment.

A. Meeting adjourned by Cliff Fortune at 10:00 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard
Financial Manager

CN/KE