

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
January 9, 2018

Those Present: Board Members: Cliff Fortune, Pat Buckley, John Pruden, Ron Partlow, and Darcy Lais. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Scott Kline, SFF Evan Jarvis, FF Tyler Myers, FF Matt Nicholson, FF Brian Henrichs. Volunteers: SFF Kevin Frank, FF Matt Garcia, FF Ben Hardy, FF Susan Mikolasy, FF Nick Miller, FF Melinda Caldwell, FF Pat Tritico. Guests: Rhiannon Alexander, Larry Nicholson, and Blane Skowhede.

1. Call to order: By Pat Buckley at 7:00 PM.

2. Pledge of allegiance led by Pat Buckley.

3. Swearing in Ceremony.

A. Hoodland Fire received a Safer Grant to hire two employees. Third time was the charm to get the grant.

B. FF Brian Henrichs and FF Matt Nicholson sworn in by Chief John Ingrao and pinned by their families.

4. Persons to be heard. None.

5. Approval of the minutes.

A. Board Meeting Minutes on Tuesday December 12, 2017.

MOTION MADE: By Cliff Fortune to approve the December 12, 2017 Board Meeting minutes as submitted.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications.

A. Thank you card and donation from a patient. We used the donation to help start the Benevolent fund.

B. Thank you letter from Sandy Fire Chief for our assistance with a residential fire, he was amazed by our response.

C. Notification from Clackamas County that Verizon is actively seeking a permit to add onto the tower.

6. Continued

D. Audit process is moving forward, planning on keeping the same auditor.

E. EMS Board Report.

7. Reports:

A. Chief's Report by Chief John Ingraio.

i. Tally: 2018 YTD is 20. We are down 17 Calls from last year. End of the Year Tally for 2017 was 977 up 63 calls from 2016. 101 calls in the month of December. The calls breakdown to 6 Fires, 51 Rescue & EMS, 5 Hazardous Condition, 16 Service Calls, 17 Good Intent Calls, and 6 False Alarms.

ii. Chief's Notes:

a) Local 1660.

b) Duty Officer Training.

c) Volunteers.

d) Training.

e) Fire and EMS Reporting.

f) Government Camp Station.

g) Main Station.

h) Joint District (Sandy/Hoodland) Testing.

i) New Hires.

B. Special Rescue Committee.

C. Safety Committee.

i. We are planning on asking OSHA to come in to do a planned inspection to see where we need to improve.

ii. Due to lack of lighting near the Day Room door, Safety Committee recommends a motion light. Salmon River Electric will be putting motion sensors near the exterior doors at the station.

D. Prevention.

i. Fire Inspections.

ii. New Constructions.

iii. Fire Prevention Activities.

7. D. Continued

iv. Fire Investigations.

v. ISO Requests.

vi. GIS Projects.

E. Union.

i. Congratulations to new hires Matt and Brian.

F. Volunteers.

i. New Volunteer Board elected. President Nick Miller, Vice President Ben Hardy, Secretary Debra Sinz, Treasurer Lisa Kline, and Sgt. of Arms: Melinda Caldwell.

ii. Volunteers signing up for Banquet Standby for Sandy Fire, Estacada Fire, and Corbett Fire.

iii. Training Company will include Gary Brandt going through EMR and Laura Freeman going through Fire training. New out of district volunteers will need to do shifts when they are done with training.

iv. EMR class sign-up sheet. Andy wants all EMTs to the sign up to help with at least one class.

v. Recently put up a Shift Sign Up sheet to try get volunteers to sign up for shifts in advance.

vi. Invited C.E.R.T. and Support Group to the Volunteer Meetings.

vii. Talked with Chief Ingrao about points. Some volunteers that can't make the time commitment took a leave of absence.

G. C.E.R.T.

i. Henry Lines is still in the hospital battling Leukemia.

ii. C.E.R.T. 2018 Training Calendar was created and the drill schedule is now on Target Solutions.

iii. Encouraging members to get pre-work done on Target Solutions before drills.

7. G. Continued.

- iv. Sally Chester is currently working on a Phone Tree and a Communication Plan.
- v. Members are encouraged to come to joint drills and Volunteer Meetings.
- vi. Members participated with the Christmas Baskets and the Station Christmas Party.
- vii. Recent committee meeting and training on treating medical injuries.
- viii. Upcoming Quarterly Drill simulating a medical mass casualty.
- ix. Debra Sinz and some others are going to a Train the Trainer Class.
- x. PPE Grant Status is unknown.
- xi. Don Baldwin recently resigned due to his other commitments.
- xii. C.E.R.T. members will be doing a basic agility test to see if they are field deployable.

8. Unfinished Business.

A. Strategic Planning Updates.

- i. Blane Skowhede – Government Camp Station Update.
 - a) Hazardous Material Testing came out clean.
 - b) RFQ process came up with two qualified firms.
 - c) Planning to contact the firms to ask them to submit bids.

MOTION MADE: By Cliff Fortune to approve the continuation of the RFQ process for the Government Camp Fire Station Remodel by authorizing the Chief to instruct Keystone Architecture to advise both contractors to submit bids on the remodel project.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

- d) Plans are still being reviewed by Clackamas County.

- ii. Main Station – We are still collecting information.

8 Continued

B. Second Reading of Policy #517.

MOTION MADE: By John Pruden to approve the second reading of Policy #517.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

- i. We will also be adding a Fit for Duty SOG that goes along with this policy.

C. 2017 Awards Banquet on Saturday January 27, 2018.

- i. Board members, please come there will be some changes this year. Board members said they would come with their spouses.

9. New Business.

A. Approval of 2018-2019 Budget Calendar.

MOTION MADE: By Darcy Lais to approve the 2018-2019 Budget Calendar.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

B. Work Session on Saturday January 27th at 0900.

C. Board Liaisons will be discussed at the Work Session.

10. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By John Pruden to pay bills as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Members Comments.

- A. Darcy – Welcome Brian and Matt. Glad we were able to get the grant and get more personnel.

- B. Ron – Impressed with the new people coming in.

11. Continued

C. Cliff – Welcome Brian and Matt. Looking forward to the Banquet and the work session.

D. John – Glad we have more Paramedics on staff and going on calls.

E. Pat – Some community members are surprised that we have so many paramedics on staff.

12. EXECUTIVE SESSION, to be held under ORS 192.660 2(f) to consider confidential documents exempt from public inspection, including communications from legal counsel and 2(i) evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 7:50 PM from regular session.

RECONVENE: 7:58 PM into executive session.

A. Discussion of a personnel issue.

B. Discussion regarding the Cell Tower and communications from legal counsel.

ADJOURN: 8:18 PM from executive session.

RECONVENE: 8:18 PM into regular session.

13. Other New Business. None.

14. Adjournment.

Meeting adjourned by Cliff Fortune at 8:19 PM

Respectfully Submitted,

Carolyn M. Norgard

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Financial Manager

Notes Typed By: Kelli Ewing