

HOODLAND FIRE DISTRICT # 74
JOINT BOARD OF DIRECTORS MEETING AND LOCAL CONTRACT
REVIEW BOARD PUBLIC HEARING MEETING MINUTES
DECEMBER 14, 2021

Those Present: Board Members: Shirley Dueber, Nora Gамbee, Cliff Fortune [late],
Jacob Rackley (Zoom) [late], and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire
Chief, DC Brian Henrichs, DC Scott Kline, Carol Norgard; Financial Manager, Debra
Sinz (Zoom), Gary Brandt (Zoom), and Sally Chester (Zoom). Guest: Gaynell
Thornbrough.

1. Call to Order the Joint meeting of the Board of Directors and the Local Contract
Review Board: By Shirley Dueber at 7:01 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by Nora Gамbee.
4. Award Presentation: Fire Chief Jim Price presented Gaynell Thornbrough with an
award for her 11 years of Service on the Hoodland Fire District's Budget
Committee.
5. Persons to be Heard on any topic. None.
6. Public Hearing: Joint Public Hearing regarding Resolution No. 2021-04
Amending Public Contracting Rules for the Hoodland Fire District #74. The public
hearing will be held for the purpose of taking comments on the District's draft
findings supporting the exemption of certain classes of special procurements and
public improvement contracts from competitive bidding requirements.
7. Persons to be Heard regarding the Resolution Amending Public Contracting
Rules. None.
8. Resolution No. 2021-04: Joint Resolution of the Board of Directors and Local
Contract Review Board Opting Out of the Attorney General's Model Public
Contracting Rules and Amending Public Contracting Rules for the Hoodland Fire
District #74.

8. Continued

MOTION MADE: By Mary Ellen Fitzgerald to adopt Resolution No. 2021-04: Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the Hoodland Fire District #74.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Shirley Dueber (Aye).

9. Approval of Minutes.

A. Board Meeting Minutes on November 9, 2021.

MOTION MADE: By Shirley Dueber to approve the November 9, 2021 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

10. Communications.

A. Thank you note and a \$200.00 donation. The donation will be given to the Volunteer's Association.

B. Thank you email and pictures from Steve Wilent for Hoodland Fire's participation with Mount Hood Community College Wildland Fire students' Field Day.

C. Thank you letter from a child.

D. Letter from the Bargaining Unit regarding opening up contract negotiations. Gary Burton will also no longer be the representative.

11. Reports.

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

i. Alarm Breakdown: 66 Calls in the month of November. Year to date is 964, we broke 1000 calls today. Turn Out Time was 2:11 minutes and the average Dispatch to Arrival was 8:49 minutes.

11. A. Continued

- ii. Staff Housing – No new updates.
- iii. Company Inspector program – DC Scott Kline is working on this.
- iv. COVID-19 – Protocols in sync with the rest of Clackamas County Fire Districts. HFD assisted with two Vaccine Clinics at Welches School for kids. The second clinic offered booster doses for adults.
- v. Surplus Property – Most of the items have been sold on Gov Deals and we made just over \$6,000.00.
- vi. 2020 AFG Grant Award – Still deciding which SCBAs to purchase. Depending on which type of SCBAs we may have to purchase a new compressor.
- vii. 2021 AFG Grant – Applying for the grant again and asking for a new Water Tender.

B. Staff Report: DC Brian Henrichs.

- i. Attended multiple meeting including Northwest Association of Fire Trainers, C-800, Fire Defense Board, C-COM, Safety Committee, Volunteer Association, etc.
- ii. Volunteer Recruitment – Seven new recruits including four Fast Tracks who already have EMT or are in EMT school. EMR class in January 2022 will include three new members and ten current members.
- iii. Training – Starting the EMR Class in January 2022 and Fire Class in March 2022.
- iv. Vehicles – S351 sustained damage that was unreported. Working to get estimates and will most likely be filing an insurance claim. All apparatus is winter ready.
- v. Station – Main Station Bay door has a broken spring. Metro Overhead Door was called in to do a temporary fix and will be back to replace the springs, total cost will be \$1,434.00. Front entry project is now complete. Security door, safety glass, intercom system, and doorbell has been installed. The front door has been adjusted and repaired.

11. B. Continued

vi. COVID – If you are sick, please don't come to the station. Hoodland Fire assisted with two vaccine clinics at Welches School for first and second doses for children and boosters for adults.

vii. CERT Report: Using grant funds to purchase equipment for CERT. Working with Garth on a quarterly article in the Mountain Times to recognize members of Hoodland Fire and their accomplishments. The January 2022 article will focus on the Volunteer Association and how Dawson Kooch will be replacing Nick Miller as the Volunteer Association President. Six CERT members will be taking the EMR Class.

C. Staff Report: DC Scott Kline.

i. New Construction/Plans Review - Reviewing access and water supply requests and attending planning meetings for multiple new construction projects.

ii. Fire Codes: On the committee working to finish developing the new 2022 Fire Code.

iii. Burn Permits: Permits have slowed down.

iv. Fire Prevention: Handed out activity books, stuffed animals, etc. at the kids' COVID-19 Vaccination Clinics.

v. Grants: Working on the 2021 AFG grant asking for a Water Tender.

D. SDAO Report.

i. Asking OSHA to come in to do an evaluation.

12. Finance by Financial Manager Carol Norgard.

A. Account balance overview. 92% of tax monies have been received so far with the tax deposits totaling \$2,889,113.80.

B. Financial documents include account balances, budget summary report, check register report and the year-to-date detailed budget report.

C. Board Secretary/Treasurer Mary Ellen Fitzgerald meets with Financial Manager Carol Norgard monthly to review the financials and initial and date all the bank statements.

13. Unfinished Business.

A. Draft Letter to USFS.

- i. USFS Jeremy Goers came to the November Board Meeting to discuss the fuels management concerns and the lack of fuel reduction projects scheduled in our area.
- ii. A letter was drafted to send to the Mount Hood National Forest Supervisor outlining the following points. 1) General geographic description of the HFD, 2) HFD's wildfire risk levels, 3) What HFD is asking from the Mt. Hood National Forest regarding fuel reduction, 4) Details regarding an access concern, 5) What the HFD is doing to protect our communities.

MOTION MADE: By Mary Ellen Fitzgerald to send this letter to the Mount Hood National Forest Supervisor.

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).

B. Considering sending a similar letter to BLM.

14. New Business.

A. FY 2022-2023 Budget Calendar.

- i. Review the Calendar and let Fire Chief Jim Price know if you have any date conflicts.
- ii. The Open Budget Committee position is being advertised through the end of December. We currently have one applicant so far. The Board can appoint someone to the position at the January 11, 2022 Board Meeting.

B. Second Reading of Policy 202: Public Contracting Rules.

- i. Updating the policy to coincide with the Public Contracting Rules that were adopted by Resolution.

14. B. Continued

MOTION MADE: By Cliff Fortune to approve the Second Reading of changes to
Policy 202: Public Contracting Rules.

2ND: By Nora Gambee.

DISCUSSION: None.

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

C. Second Reading of changes to Policy 506: Personnel Files.

i. Updating the policy to be compliant with State of Oregon Laws.

ii. At the Board's request, minor grammatical changes were made to
remove the conflicting first- and third-person language.

MOTION MADE: By Cliff Fortune to approve the Second Reading of changes to
Policy 506: Personnel Files.

2ND: By Nora Gambee.

DISCUSSION: None.

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

D. First Reading of Policy 524: Ethics.

i. This policy was recommended by HR Answers.

MOTION MADE: By Mary Ellen Fitzgerald to approve the First Reading of Policy
524: Ethics.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

E. First Reading of Policy 525: Workplace Conduct.

i. This policy was recommended by HR Answers.

14. E. Continued

MOTION MADE: By Nora Gambia to approve the First Reading of Policy 525:
Workplace Conduct.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

15. Motion to Pay Bills.

MOTION MADE: By Shirley Dueber to pay all bills as submitted.

2ND: By Nora Gambia.

DISCUSSION: Question: Why are we paying Brian Henrichs for radios and
equipment? Answer: The radios are obsolete and the newer
models are very expensive. To save HFD money, Brian was able to
purchase obsolete radios still brand new on E-Bay and was
reimbursed by HFD since we are no longer using HFD credit cards
on E-Bay. Board recommends not making this a common practice.

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

16. Board Member Comments.

- A. Shirley Dueber – Happy with how well things are running, thank you, and
keep up the good work!
- B. Nora Gambia – Happy to see all the Board Members at the meeting. The
atmosphere at the station has changed and is now positive.
- C. Mary Ellen Fitzgerald – Glad to see the holiday decorations that the
Support Group put up.
- D. Cliff Fortune – Sorry for coming in late. Thank you, Mary Ellen Fitzgerald,
for drafting the letter to the USFS. Proud to be a part of HFD.
- E. Jacob Rackley – Would like input from the staff regarding any policies that
they view that are restrictive or punitive with them being able to voice
concerns to the Board.

17. Executive Session. None.

18. Other New Business.

A. Upcoming Board Action Items.

- i. Executive Session at the January 11, 2022 Board Meeting regarding Union Contract Negotiations. Board Member representatives will need to be selected for the negotiations. Fire Chief Jim Price will be available in any capacity that the Board wants.
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B. Suggestion: Add additional lighting at the Brightwood Station.

C. Government Camp Residents have been doing a great job shoveling the snow. The snow blower is currently in the shop.

19. Adjournment of the Joint Meeting of the District Board of Directors and Local Contract Review Board by Cliff Fortune at 8:19 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant