

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**March 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: BC Linn Norgard, Lt. Scott Kline, Lt. Phil Burks, SFF Joe Schwab, SFF Andy Figini, SFF Kevin Frank, Tyler Myers, Tom Gall, Nick Miller, Cris Crislip, and John Hartsock.

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

2. Pledge of allegiance led by Tom Gall.

3. Persons to be heard. John Hartsock, C-800 Radio Manager.

A. C-800 is a joint venture with other agencies. Clackamas County floated the bond on the C-800s group's behalf. The bond's percentage was over 70 and it passed in almost every precinct. The need for the change was due to the current system aging and we wanted to transition from analog to digital in order to get better efficiency. Maps show the coverage area. Under the bond we are adding 14 new sites. The goal is to replace the system; we are still in the design process. We are still trying to determine the vendor that we are going to use. We have a Citizen Oversight Committee that meets quarterly. There is a now an App for smart phones that can turn your phone into a 2-way radio. We will also be replacing the paging system. The Bond includes warranty support and software and hardware upgrades for 10 years, back up dispatch system, and replacing 50% of the cost to upgraded portable mobile radios. There will be an annual cost for HFD to be on the system and HFD will need to replace the radios and become a digital subscriber. The switch over to 800 digital will be in August 2018. For Hoodland Fire the annual cost will be around \$25,000, about \$470 per radio. HFD might be able to get a reduced fee for the first year. Hoodland Fire is planning to be on the 800 Analog Radio System by April 15, 2017. The new digital system will tie in within the state system, so we will be able to communicate with ODOT and State Police.

4. Approval of the minutes.

A. Board Meeting Tuesday February 14, 2017

MOTION MADE: By John Pruden to approve the February 14, 2017 Board Meeting minutes.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

4. Continued.

B. Work Session Meeting Saturday February 18, 2017

MOTION MADE: By Darcy Lais to approve the February 18, 2017 Board Meeting minutes.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

5. Communications.

A. Letter from PGE stating that we are using less energy so we are now being moved into a lower payment category.

B. Thank you email for attending Government Camp CPO meeting from Brett Fischer.

C. HFD joined the Water Rescue Consortium in order to pool resources. Meeting minutes and letter from SFF Evan Jarvis and SFF Amanda Schmitt.

6. Reports:

A. Chief's Report by Chief John Ingrao.

i. Chief's Notes.

a. Policy updates, first reading at tonight's meeting.

b. SOGs are still in process. Board can bring in their books to get them updated.

c. Issue with Policy 110 resolved.

d. Cannabis specifics are still being figured out. We need to wait to adjust the policies.

e. SFF Andy Figini has done a lot of work to get Target Solutions up and running.

f. Scott Kline is working hard to get the Image Trend system configured.

g. Government Camp Station layout plans from Keystone.

h. HEART team action item later in the meeting.

ii. Tally for 2017 is 228 calls. Up 56 calls from 2016. 80 calls since the last board meeting. 49 calls during the paid day hours and 31 calls during the night volunteer hours. The calls break down to 45 EMS, 8 MVAs, 2 Fires, 7 Service Calls, 5 Good Intent Calls, 11 Canceled In Route, and 2 Hazardous Conditions.

B. Safety Committee by Fire Chief John Ingrao for Susan Mikolasy.

i. New safety board up that says the number of days since the last accident.

6. B. Continued.

- ii. New safety slogan up that will be constantly changing.
- iii. Several new recommendations that are being acted upon.

C. Prevention Report by Fire Marshal Scott Kline.

- i. Inspections have been light.
- ii. Image Trend migration taking up a lot of time.
- iii. New Construction Plans in the early stages include a new YMCA Camp and a new apartment complex near Hood Course Acres.
- iv. Fire station tour for a preschool in Sandy with 45 kids went well.

D. I.A.F.F. 1660 Union Report by SFF Andy Figini.

- i. Working hard to get SOGs up to date.
- ii. Working to get Image Trend going.
- iii. Met with members and had a vote about the district's proposal.
- iv. Scott Kline went to a 48 hour Paramedic Refresher course.
- v. Started Target Solutions training and people are taking the classes.

E. Volunteers Report by President Nick Miller.

- i. Crunching some numbers over the last year. Out of the 19 line firefighters 14 are not making their minimum drill and call percentages.
- ii. We need to figure out our expectations and the best way to get the volunteers to meet those expectations.
- iii. Wanting to recreate Estacada's Volunteer brochure for Hoodland. Maybe move towards requiring a certain number of hours vs requiring percentages.
- iv. Target Solutions is a great way to log training hours if people cannot make it to the station for weekly drills.
- v. Chief's new Organizational Chart categorizes roles.
- vi. We need to figure out the minimum requirements for Support Volunteers.
- vii. Good Training Company group this year. Nine people compared to three last year.
- viii. Corbett Banquet Standby went well.
- ix. Jim Jarvis's Saint Patrick's Day Party, the whole department is invited.
- x. Thank you Tom Gall for your help with the early morning calls.
- xi. Great volunteer response on a recent code.

F. HEART Group by Cris Crislip.

- i. HEART team is embracing the reorganization changes. Excited about being fully integrated into the department.
- ii. Retention and attendance is above average.
- ii. Red Cross class generated a lot of discussion. They said that it will take them 4 to 6 hours to get up here after activation. HEART members want to complete the training to become Red Cross Shelter managers. There are two shelters locally but we don't have local approved Red Cross

6. F. ii. Continued.

Shelter managers.

iii. The next CERT Basic class will be held in the early Fall.

7. Unfinished Business.

A. The next Board Lunch is Friday March 31, 2017. Four said they would attend.

B. Strategic Planning Updates – Government Camp Station.

i. Progressing on the Government Camp Station Remodel. We will need a new cost estimate and approved Scope of Work from John Watts.

C. First Reading to bring the dates current in Policy No.'s 011-017, 101, 102, 106, 108, 109, 110, 201-204, 207, 210, 211, 501, 509, 510, 513, 514, 519, 802, 901, 904 and 910.

MOTION MADE: By Pat Buckley to approve in the first reading to bring the dates current of Policy No.'s 011-017, 101, 102, 106, 108, 109, 110, 201-204, 207, 210, 211, 501, 509, 510, 513, 514, 519, 802, 901, 904 and 910.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

D. First Reading to delete Policy No.'s 018, 209, 213, 301, 504, 512, 516, 601, 602, 604, 605, 606, 608, 609, 701, 905, 912 and 917.

MOTION MADE: By Pat Buckley to approve the first reading of the deletion of Policy No.'s 018, 209, 213, 301, 504, 512, 516, 601, 602, 604, 605, 606, 608, 609, 701, 905, 912 and 917.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

E. First Reading of changes to Policy No.'s 101, 103-105, 107, 206, 208, 212, 502, 503, 505-508, 511, 518, 607, 801, 902, 907, 909, and 914.

MOTION MADE: By Darcy Lais to approve the first reading of the changes to Policy No.'s 101, 103-105, 107, 206, 208, 212, 502, 503, 505-508, 511, 518, 607, 801, 902, 907, 909, and 914.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

F. Clackamas County 800 Radio Issue.

i. If we stay on the VHF system we would have to pay all of the costs to

7. F. i. Continued.

maintain and outdated system.

- ii. Our best option is to move to 800 Analog now and budget for the transition to 800 digital in 2018.

8. New Business.

A. Request to open contract negotiations from Carol Norgard.

- i. This will be discussed in Executive Session.

B. Enter into contract with Ferrellgas.

- i. Current propane provider Amerigas miscalculated our propane costs. We received a refund for the overage and our contract is now up.
- ii. We found two local vendors that contract through ORPIN that have already been vetted and will give us a state regulated rate. We decided on Ferrellgas because they have fewer fees.

MOTION MADE: By John Pruden to enter into a contract with Ferrellgas.

2ND: By Ron Partlow.

DISCUSSION: None.

PASSED: Unanimously.

C. HEART Program.

- i. Liabilities nationwide with CERT programs. In order to protect the district, the HEART team will need to become incorporated into the district and become Support Volunteers. They will need to get a health evaluation, background check, etc.
- ii. Issue with Policy #017. This policy will need to be changed so that the Board Members can still be HEART volunteers but not regular volunteers.
- iii. Questions about current HEART funds.
- iv. HEART Team is excited to be a part of the team.

D. Carson Oil Contract.

- i. Our current bulk rate is closer to the retail price per gallon. We are in the process of renegotiating the contract with Carson Oil to get the ORPIN rate.

MOTION MADE: By Pat Buckley to continue with Carson Oil under an ORPIN contract.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

E. Health Insurance Update.

- i. Around a 3.4% increase for medical insurance from SDAO/SDIS. This was less than the projected increase.

9. Motion to pay the bills.

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

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2ND: By Darcy Lais.

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DISCUSSION: None.

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PASSED: Unanimously.

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MOTION MADE: By Darcy Lais to rescind the last motion because board members forgot to declare their potential conflicts of interest.

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2ND: By Ron Partlow.

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DISCUSSION: None.

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PASSED: Unanimously.

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

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2ND: By Ron Partlow.

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DISCUSSION: Cliff Fortune and Darcy Lais would like to declare potential conflicts of interest due to reimbursement.

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PASSED: Unanimously.

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10. Board Members Comments.

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A. Darcy – Thank you John and Carol for catching the propane overages, the fuel contract, and saving money switching out the lights, etc. Glad to see that we are watching out over the tax payers dollars.

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B. Ron – Agrees with Darcy and is impressed with the attention to detail.

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C. Pat – Appreciates that HEART will be fully integrated into the department, thinks it will be a good thing.

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D. John P – Encouraged with the direction that the department is heading. We are more professional and are being recognized for our efforts.

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E. Cliff – Agrees with everything said. Staff, Volunteers, HEART, etc. are all working together. Thank you to the Board members, impressed with the last Board Work Session and everything that has been accomplished in the last few months.

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

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RECESS: 8:37 PM from regular session.

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RECONVENE: 8:53 PM into executive session.

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A. Discussed Carol Norgard's Contract.

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B. Discussed Union Contract.

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ADJORN: 10:00 PM from executive session.

RECONVENE: 10:02 PM into regular session.

12. Other New Business. None.

A. Target Solutions training for Board Members.

i. Friday March 31, 2017 at 11:00 am before the Board Lunch.

B. Special Board Meeting.

ii. Friday March 31, 2017 at 1:00 pm after Board Lunch.

C. Possibility of renting an apartment for the paid staff sleeping arrangements until a new station is built. This would save us money due of the significant cost to put in a manufactured home.

13. Adjournment.

A. Meeting adjourned by Cliff Fortune at 10:09 PM

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard  
Financial Manager

CN/KE