

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**October 8, 2019**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley, and  
Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Administrative Assistant; Kelli  
Ewing, Lt. Scott Kline, Lt. Andy Figini, SFF Matt Nicholson, FF Nick Miller, FF Debra  
Sinz, Sally Chester, and Gary Brandt. Guests: Blane Skowhede and Mary Michelle  
Sosne.

1. Call to Order: By Shirley Dueber at 7:01 PM.
2. Pledge of Allegiance: Led by Sally Chester.
3. Persons to be Heard: None.
4. PERS Update by Mary Michelle Sosne: Primary Contact for PERS Employer Rates.
  - A. 2019-2021 Hoodland Fire Employer Rates.
    - i. 29.22% - Tier One and Tier Two.
    - ii. 17.18% - OPSRP General Service.
    - iii. 21.81% - OPSRP Police and Fire.
  - B. Projected Employer Rates.
    - i. Rates are projected to rise until 2021 and then level off.
    - ii. Surplus discount expires in 2029 so there will be another rise.
    - iii. Rates are projected to start lowering in 2031.
  - C. Side Accounts and Employer Incentive Fund (EIF) Program.
    - i. Side Accounts are used to close the gap between assets and liabilities which reduce the Unfunded Actuarial Liability (UAL).
    - ii. EIF Program provides employers with a 25% money match. To apply you have to fill out an application and add funds into a side account.

4. C. Side Accounts and EIF Continued

iii. Side Accounts do earn interest which fluctuates with the market.

iv. Legalized Sports Betting revenue will be added to the EIF Fund so the program can continue.

v. The application period opens December 2, 2019 and closes August 30, 2020.

vi. Hoodland Fire's UAL is 181%.

vii. Applications are on a First Come First Serve Basis. You can apply as early as December 2, 2019. You need to have the lump sum payment by August 30, 2020.

viii. Minimum lump sum payment is \$25,000 which would provide a match of \$6,250.

ix. Match per eligible payment not matches per employer. So you can apply for a match for each qualifying lump sum payments.

5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday September 10, 2019.

MOTION MADE: By Jacob Rackley to approve the September 10, 2019 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

B. Special Board Meeting Minutes on Tuesday September 24, 2019.

MOTION MADE: By Jacob Rackley to approve the Tuesday September 24, 2019 Special Board Meeting Minutes as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

5. Approval of Minutes Continued.

C. Work Session Minutes on Tuesday September 24, 2019.

MOTION MADE: By Jacob Rackley to approve the September 24, 2019 Work  
Session Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

6. Communications by Fire Chief John Ingrao:

A. Thank you card, coffee, and cookies for September 11<sup>th</sup> from the Sandy  
VFW.

7. Reports:

A. Blane Skowhede.

i. Government Camp Station Remodel:

a. Ten construction meeting so far.

b. Cabinets ordered through Oregon Corrections Enterprises  
(OCE) are delayed which is causing a project delay.

c. Contractor is late submitting their pay request.

d. No change orders since the last board meeting.

e. The district will not have to purchase the \$8,000 water  
meter. The water company will be covering the cost.

f. Verbal confirmation that the water company is planning to  
cover the cost of the water line for the fire sprinkler system.

g. Range and vent hood were purchased by the district and  
that cost will not be covered by the project funds.

h. A decision on the metal roof needs to be made soon if it is  
going to be completed before winter, otherwise we can wait  
until the spring.

7. A. Blane Skowhede Continued.

- i. Blane will contact the water company and the contractor regarding costs to find out how much is available in the budget so we can know if there are enough funds for the roof.
  - j. Project should be completed by the end of October depending on when the cabinets are received, so everything else can be completed.
  - k. Board Member Questions with Answers Obtained after the Board Meeting see Appendix 1.
- ii. Main Station Seismic Analysis Summary.
- a. The \$680,000 cost estimate is not accurate due to having to use FEMA's unit costs from 1994 and all of the other things that are not included.
  - b. The new seismic grant application requires some additional seismic analysis information. The seismic analysis was provided under the old guidelines.
  - c. The seismic grant application period is open from October 4, 2019 through January 20, 2020. The max award would be \$2,500,000.00
  - d. The seismic grant can only be used for structural improvements, architectural and engineering costs, and project management costs. Grant funds cannot be used for demolition, rebuilding existing construction, new construction, and non-structural items. There are a lot of costs that are not included.
  - e. We can apply for the grant and if we are awarded we are not obligated to use it.
  - f. Government Camp Station is not getting seismic upgrades. The South Wall is very weak and would have issues during a seismic event.
  - g. Brightwood Station is made out of cinder blocks and is not seismically sound.

7. A. Blane Skowhede Continued.

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h. Board Member Questions with Answers Obtained after the Board Meeting see Appendix 1.

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B. Chief's Report by Fire Chief John Ingrao.

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i. The C-800 Tower at Brightwood Station is progressing and the trenching for the electrical conduits is now complete. The project should be completed by Spring 2020.

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ii. Backyard burning of 5 x 5 piles is now open, but large permitted burn piles is still closed per ODF.

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iii. Upcoming administrative changes include Kelli taking on more of Carol's duties, moving Kelli to a 40 hour work week, Company Officers assisting with dataentry. Changing Kelli's schedule to 40 hours will be brought to the Board when the 2020-2021 budget is being created.

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iv. Battalion Chief is on hold waiting for the Union to provide a MOU. The position was approved by the Civil Service. The MOU will then need to be presented to the Civil Service. This has been delayed due to the Union Vice President's family emergency. The Battalion Chief will still be part of the Union, but will have disciplinary responsibilities. Since the Fire Marshal job was performed by a Union employee, by law we cannot move a job and take someone out the Union unless we replace them with another FTE.

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C. Finance by Administrative Assistant Kelli Ewing and Fire Chief John Ingrao.

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i. See Financial Reports provided by Carol Norgard.

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ii. Bills and Checking Account statements are available if the Board has questions.

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iii. Carol and Chief Ingrao met with Board Secretary/Treasurer Cliff Fortune to go over all of the Financial Information to meet the obligations that were stated in the letter to the Oregon Secretary of State Audits Division.

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iv. Employee Payroll Report will be adjusted so that it will be easier to read with the name across the top and will include overtime.

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7. C. Finance Report Continued.

- v. Board Member Questions with Answers Obtained after the Board Meeting see Appendix 1.

D. Prevention by Lt. Scott Kline.

- i. Received a citizen's complaint regarding a kitchen fire that was not reported. Scott will be making sure that they are now up to code.
- ii. Setting up a schedule for commercial inspections.
- iii. Reviewing plans for Mt. Hood Brew Pub.
- iv. Open House last Saturday. Thank you to C.E.R.T. for all the work they did helping out with the event. Thank you to Lt. Figini for your work building the House On Fire prop, the kids had a great time putting out the fire with the water hose. We handed out 125 kids goodie bags and 55 fire helmets. There was a drawing that visitors entered. C.E.R.T. rolled out their Winterwise program and handed out 70 bags. Open House was advertised on Facebook and brought in a steady stream of people.
- v. Spook Alley on October 31, 2019 at the Hoodland Shopping Center is our next Public Education Event. CERT is actively involved in helping with this event.
- vi. Lots of ISO requests and lots of interest in when the rerating process will be completed. ISO rerating will proceed once the Government Camp Station is complete and Resident Volunteers are stationed and responding out of the station. Completing the ISO rerating will lower rates throughout the district.
- vi. Working on Image Trend to identify missing reports. Developing a documentation SOG. Coming up with a process for QA/QI to review NFIRS and EMS Charts on Image Trend.
- vii. SPIRE Grant status is unknown, received a letter stating that they are still working on funding.
- viii. Continuing to work on the SDAO Station Security Grant for upgrading the door locks to a key card system, adding security cameras, and creating a secure vestibule in the front of the station.
- ix. Continuing to work on the Fire House Sub Grant for smoke alarms and carbon monoxide detectors.

## 7. Reports Continued.

### E. Safety by Fire Chief John Ingrao:

- i. Kevin Frank resigned as the Safety Chair.
- ii. Anyone interested in being the new Safety Chair should contact Lt. Phil Burks.

### F. EMS by Fire Chief John Ingrao.

- i. Lt. Macy is working with Lt. Kline to develop a QA/QI process.

### G. Training by Lt. Andy Figini.

- i. Training Company Orientation – 13 new volunteers (3 in district) and (10 out of district). Recruits have a month to complete their medical physicals. EMR class training is October – December 2019. Fire training class is January – April 2020.
- ii. DPSST Audit is coming up, so making sure that training files are complete and all the documentation is in place.

### H. Union: No Report.

### I. Volunteers by FF Nick Miller.

- i. Numbers are low. Most of the volunteers are out of district.
- ii. Looking forward to having the Training Company added to the volunteer group.
- iii. Looking at volunteer response and holding volunteers accountable to the minimum responses required and encouraging them to step up their response.
- iv. Two volunteers have recommitted to retaking the EMR class since they let their certifications expire.
- v. Putting up sign up sheets to get volunteers to sign up for the Open House and Spook Alley.
- vi. Additional training is required to get volunteers promoted to officers and the senior volunteers are busy and don't have the time to commit to additional training.

7. I. Volunteers Continued.

vii. Volunteer Drill participation is low.

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J. C.E.R.T. by Debra Sinz.

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i. 702 volunteer hours by CERT members.

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ii. 16 members participated in the CERT Summit. The training included controlled bleeding, SAR, and MPOD.

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iii. Launched Winterwise Program at the Open House.

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iv. Four members participated in TIP continuing education class.

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v. Volunteers put in 1400 hours during the Firewise Outreach.

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vi. Ad in the Mountain Times thanks the community for their support with the Firewise Outreach program.

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vii. Members planning and prepping to help with Spook Alley.

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viii. Upcoming Winterwise presentation at Mount Hood Hospice.

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ix. Continuing to work on the PPE Grant to research items that meet the requirements and submit the items that need to be purchased.

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x. Eleven C.E.R.T. members are interested taking the CPR Train the Trainer course to get certified to teach CPR.

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K. Support Group by Sally Chester.

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i. Fourteen active members.

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ii. Served cookies and punch at the Open House.

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iii. Members still interested in receiving CPR training.

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iv. Members interested in getting signed off to drive department vehicles.

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v. Department Christmas Party is December 14, 2019.

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vi. Working on plans for the Standby Crew Dinner for the Awards Banquet on January 25, 2020.

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7. K. Support Group Continued.

- vii. Member Emma McAbery received college acceptance to OSU Cascades Campus.

8. Unfinished Business:

A. Strategic Planning Updates.

- i. Updates were provided in Blane Skowhede's Report.

B. Work Session Thursday October 10, 2019 at 7 pm.

C. Special Board Meeting Tuesday October 22, 2019 at 7 pm.

9. New Business:

A. Resolution No. 2019-06 Transferring funds within the 2019-2020 Operating Budget.

- i. The costs for the Seismic Study on the Main Station was not accounted for in the 2019-2020 budget, so a Resolution is needed to transfer funds from Contingency Line Item 3-028 into the Facilities Maintenance Line Item 13-069.

- ii. Board Member Questions with Answers Obtained after the Board Meeting see Appendix 1.

RESOLUTION MADE: By Darcy Lais to adopt Resolution No. 2019-06 Transferring funds within the 2019-2020 Operating Budget.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: There were previous concerns by Board Members who did not want to decide this at a Special Board Meeting, so it was moved to the regular Board Meeting.

PASSED: Unanimously.

- iii. The Resolution needs to be signed by the Board Chairperson and Vice Chairperson.

B. First reading of changes to Policy 902 Deputy Chief Job Descriptions.

- i. The existing Policy 902 did not meet the new Oregon Pay Equity Guidelines and the new duties of the Deputy Chief position. There is redundancy but all of the duties have to be identified under the specific categories.

9. B. First Reading of Policy 902 Continued.

- ii. Eventually all of the job descriptions will need to be modified in order to meet the Oregon Pay Equity Guidelines and will be brought to the Board for approval.

MOTION MADE: By Darcy Lais to approve the first reading of the changes to Policy 902 Deputy Chief Job Description.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Remove his/her and change to their on C(1) and D(3).

PASSED: Unanimously with the changes from from his/her to their.

- iii. Changes to the policy will have to be brought to Attorney John Watts to determine if the changes are minor enough not to require another first reading.

10. Motion to Pay Bills.

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

PASSED: Unanimously.

11. Board Members Comments.

A. Darcy Lais – Glad to hear about the new recruits showing up and ready to go. Thank you CERT for all of the work that you put in with the Firewise Outreach.

B. Shirley Dueber – Thank you CERT for handing out all of the volunteer applications at the Firewise Outreach. Thank you to the Volunteers and Staff you are doing the best that you can with what you got.

C. Mary Ellen Fitzgerald – Glad to hear about Open House, it is great to bring in the public and make HFD transparent.

D. Jacob Rackley - Nick Miller even though the volunteer numbers are low and morale is low, you are doing the best you can so stick with it because we appreciate the efforts of the volunteers.

12. Executive Session.

A. None.

13. Other New Business.

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A. Security IT Concern:

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- i. After asking POA to perform an internal audit to gather information a security concern was discovered.
  - ii. Increase in spoofing where someone impersonates someone else. Chief Ingrao's Fire Department Contact List received spoof emails.
  - iii. Guest WiFi was found to be totally open and people could access our server through this. The Guest WiFi also was discovered to have a wide range that spread to Welches School parking lot, The Barlow Trail parking lot, and out to Hwy 26.
  - iv. Forensic Audit is currently being performed by POA and is still in process.
  - v. We are changing some of our IT Security process and we will be upgrading our equipment to protect against threats and be in compliance.
  - vi. Currently the Guest WiFi is shut down. The Chief Ingrao is the only one who can enter the internal WiFi password into the devices.
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14. Adjournment.

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MOTION MADE: By Shirley Dueber.

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ADJOURNMENT: Meeting adjourned at 8:57 PM.

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Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant

## APPENDIX 1:

### Board Questions during the Board Meeting with Answers obtained after the Board Meeting

- 1) By Mary Ellen Fitzgerald:  
Re: 7.) A. Blane Skowhede's Report – Government Camp Station  
  
Q: How much is left in the Government Camp Station Budget so that we know if we can afford the roof or not?  
  
A: Answered By: Carol Norgard  
As of 9/30/19 the current balance is \$247,569.66. FYI: We have not received payment requests from the contractor for September or October.
  
- 2) By Mary Ellen Fitzgerald:  
Re: 7.) A. Blane Skowhede's Report – Government Camp Station  
  
Q: Can we get a firm commitment (versus a verbal statement) from the Water Company on what costs they will cover so we can know our costs for being able to afford the roof?  
  
A: Answered By: Blane Skowhede  
Received a written confirmation that the water company is going to cover the cost of the street crossing and the cost of the water meter. A change order request has been sent to the contractor.
  
- 3) By Mary Ellen Fitzgerald:  
Re: 7.) A. Blane Skowhede's Report – Government Camp Station  
  
Q: Will the water line cause project delays with winter conditions setting in?  
  
A: Answered By: Chief John Ingrao  
No, the Winter Weather Conditions will not cause delays with the water line installation. The water line is scheduled to be "cut in" on 10/22/2019.

4) By Jacob Rackley:  
Re: 7.) A. Blane Skowhede's Report – Main Station

Q: What is the timeline for using the Seismic Grant once it is awarded?

A: Answered By: Kelli Ewing  
Recipients of this year's grant will receive an Award letter at the end of April 2020. The project cannot start until a signed contract is approved by the State of Oregon. The project must be completed and all funds used by September 30, 2022. Any funds not used by September 30, 2022 will need to be returned.

5) By Shirley Dueber:  
Re: 7.) C. Finance Report

Q: How are we doing with regards to Employee Overtime in the budget?

A: Answered By: Carol Norgard  
As of 10/8/2019 we are at 29% of the 2019-2019 budget for overtime. Budgeted \$247,319 and have cashed out \$71,608 of Comp (Overtime) so far. \*All Overtime goes into a Comp Bank. Employees are allowed to use Comp as time off or cash out their Comp as needed. Per union contract all Comp is cashed out on twice a year on June 30 and December 31.

6) By Shirley Dueber:  
Re: 7.) C. Finance Report

Q: How does the overtime compare with 12 hours vs 24 hour shifts?

A: Answered By: Chief John Ingrao  
It would be double since 24 hour shifts are twice the 12 hour shifts. The percentages have not gone up or down due to the normal variations in sick leave and vacation use.

7) By Jacob Rackley:  
Re: 7.) C. Finance Report

Q: Where is the breakdown of employee overtime in the Payroll Report?

A: Answered By: Carol Norgard  
Only the cashed out Comp (Overtime) is listed in the Budget Report and broken out in the Payroll Report. Between October 1, 2019 to October 31, 2019 \$36,017.04 was cashed out. \*All Overtime goes into a Comp Bank. Employees are allowed to use Comp as time off or cash out their Comp as needed. Per union contract all Comp is cashed out twice a year on June 30 and December 31.

8) By Jacob Rackley:  
Re: 7.) C. Finance Report

Q: What Budget Line Item is Employee overtime listed under?

A: Answered By: Kelli Ewing  
Overtime is listed in the 2019-2020 Budget under Package #1 Line Item 1-007 and in the Year to Date Budget Report under 1-007.

9) By Mary Ellen Fitzgerald:  
Re: 9.) A. Resolution No. 2019-06

Q: What are the balances of the Reserve Accounts?

A: Answered By: Carol Norgard  
Reserve Account Balances on 9/30/2019

Apparatus Reserve	= \$234,720.20
Building Reserve	= \$848,003.25
FF Equipment, etc. Reserve	= <u>\$332,712.82</u>
TOTAL	= \$1,415,436.27

10) By Mary Ellen Fitzgerald:  
Re: 9.) A. Resolution No. 2019-06

Q: How much was added to the Reserve Accounts in the 2019-2020 Budget?

A: Answered By: Kelli Ewing  
Breakdown of what was added to the Reserve accounts by line item in the 2019-2020 Budget.

- Package 3 Line Item 3-025 Apparatus Reserve = \$0 Added.
- Package 3 Line Item 3-026 Building Reserve = \$0 Added.
- Package 3 Line Item 3-027 Firefighting Equipment, etc. Reserve = \$0 Added.