

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
OCTOBER 13, 2020

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley, and Mary Ellen Fitzgerald (Zoom). Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Carol Norgard; Financial Manager, Lt. Eric Macy, Lt. Andy Figini, Lt. Brian Henrichs, SFF James Lucas, FF Nick Miller, FF Matt Garcia, FF Dawson Kooch, Lisa Kline, and Sally Chester. Guests: Lacy Foy, Colton Henrichs, and Rich Stenhouse (Zoom).

1. Call to Order: By Darcy Lais at 7:00 PM.

2. Roll Call – The meeting was offered with a Zoom Meeting option, so a roll call was performed to determine attendance.

3. Pledge of Allegiance: Led by Darcy Lais.

4. Persons to be Heard. None.

5. Appointments and Oath of Office.

A. Brian Henrichs, Lieutenant.

i. Fire Chief Steve Abel appointed Brian Henrichs to Lieutenant. Brian Henrichs repeated the Oath of Office and was pinned by girlfriend Lacy Foy.

B. Scott Kline, Division Chief/Fire Marshal.

i. Fire Chief Steve Abel appointed Scott Kline to Division Chief/Fire Marshal. Scott Kline repeated the Oath of Office and was pinned by wife Lisa Kline.

6. Approval of Minutes.

A. Board Meeting Minutes on Tuesday August 11, 2020.

MOTION MADE: By Shirley Dueber to approve the August 11, 2020 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

6. Approval of Minutes Continued

B. Work Session Minutes on Tuesday August 27, 2020.

MOTION MADE: By Shirley Dueber to approve the August 27, 2020 Work Session Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Abstain), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

C. Board Meeting Minutes on Tuesday September 15, 2020.

MOTION MADE: By Jacob Rackley to approve the September 15, 2020 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

7. Communications.

A. Thank you card from a community member with a donation to the Volunteer's Association.

B. Thank you from US Bank in Estacada for helping with the Riverside Fire.

C. Letter from Pacific Office Automation regarding their dissatisfaction with our decision cancel and transition to Ricoh.

8. Reports.

A. Chief's Report by Fire Chief Steve Abel.

i. Purchased new video conferencing equipment to make it easier for those attending meetings remotely.

ii. We are getting COVID fund reimbursement for purchases that have been made directly related to COVID including face masks, laptops, etc.

iii. Now have four resident volunteers living at the Government Camp Station.

8. A. Reports – Chief’s Report Continued

- iv. Conducting another Driver/Pumper Operator course to get more volunteers signed off on the apparatus.
- v. Division Chief Testing has been approved by Civil Service and the testing will take place on October 23, 2020.
- vi. Fire Chief Recruitment ends Friday October 16, 2020. SDAO has currently received two applications so far.
- vii. E-351 is at the shop and needing significant repairs. WT-351 is also getting repaired. E-354 had some issues and is now repaired. E-353 has some issues and will need to be repaired.
- viii. Domicile is cleared out and staff is in the process of deep cleaning.
- ix. DC Kline is working on the options for placing a mobile home onsite.
- x. Going to be adding a Washer/Dryer at the station.
- xi. In the process of finishing up the FY 2018-2019 Audit.
- xii. Issues regarding the switch from POA to Ricoh. Letter from POA was forwarded on to the Board. POA wants to charge us the full cost to buy out the rest of the contract plus and additional 20%. Current plan is to switch IT to Ricoh and keep POA printers until the contract expires.
- xiii. Received a grant from “Fire House Subs” to cover some of the costs to replace our vehicle extrication equipment.

B. DC Kline Report by DC Scott Kline.

- i. 2020-2021 Training Company is half way through their Fire training. Eight TC members and one fast track.
- ii. Updating the Standards of Cover per SDAO recommendations.
- iii. Updating Technical Rescue SOG, relating to Trail Rescue response.
- iv. Working on the options and costs for placing a mobile home onsite. We also have to meet Clackamas County Guidelines for ADA accessibility, residential fire sprinkler, snow load, etc.

8. B. Reports – DC Kline’s Report Continued

v. Taught a class for CERT monthly training.

C. CERT Report by DC Scott Kline and Sally Chester.

i. Hoodland Fire is hosting a CERT Summit, since Clackamas County cancelled.

ii. Received a PPE Grant from Clackamas County, will be receiving 150 items of PPE for the seasons.

iii. Applied for an Intelligent Fire Training System Grant.

iv. Spook Alley this year will be a drive through event.

v. Working with Clackamas County Disaster Management.

vi. Providing public Firewise and Winterwise education information to the community.

vii. CERT was stationed at the PGE Resource Center at Welches School during the week of the power outage. Members volunteered 150 hours and provided information to 3,500 residents.

viii. Members involved in TIP and have gone on multiple callouts.

ix. Provided TIP outreach for evacuees of the Riverside Fire.

D. SDAO Assessment Report.

i. Updating Fire Chief Job description and currently recruiting.

ii. Continuing to update Polices.

iii. Working on setting up the apparatus and equipment to allow for limited crew members to perform more effectively.

iv. Working on options for mobile home to be placed onsite.

v. Recruiting new volunteers, currently training new volunteers in the Training Academy.

vi. Four Resident Volunteers living at the Government Camp Station.

8. D. Reports – SDAO Assessment Report Continued

vii. Continuing to get caught up on Audits, we are currently finishing up the FY 2018-2019 Audit.

viii. Working on an Ordinance (on the agenda tonight) to go along with the cost recovery policy.

ix. Civil Service approved the testing process for the Division Chief: Operations and Training, so a test will be conducted on October 23, 2020. The Division Chief of Operations and Training will be given some of the responsibilities outlined in the SDAO Report.

x. Some of the items are the Board's responsibility. Mary Ellen Fitzgerald suggests discussing these items at the next Board Meeting.

9. Finance by Carol Norgard.

A. Board members received bank account balances via email as requested.

B. Board Secretary/Treasurer Mary Ellen Fitzgerald agreed to come in monthly to review the financials to provide oversight.

C. Account Balances and Budget Report reviewed.

D. Received some tax deposits, but they are less than usual.

10. Unfinished Business. None.

11. New Business.

A. First Reading of Policy #516: Fraternalization and Member Relationships.

i. The policy was reviewed and approved by Judy Clark (HR Answers) and Attorney John Watts. This policy was developed to protect the fire district by avoiding conflicts of interest and ensuring that one member in a relationship is not the supervisor over the other. The only relationships that are strictly prohibited are relationships with Fire Board members, Deputy Chief, and Fire Chief.

11. A. New Business - First Reading of Policy #516 Continued

MOTION MADE: By Shirley Dueber to approve the first reading of Policy #516:
Fraternization and Member Relationships.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley
(Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune
(Absent)].

B. First Reading of Policy #020: Adopting an Ordinance.

i. This policy follows the ORS procedure for adopting an Ordinance.

MOTION MADE: By Jacob Rackley to approve the first reading of Policy #020:
Adopting an Ordinance.

2ND: By Shirley Dueber.

DISCUSSION: There is a small typo under item D.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley
(Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune
(Absent)].

C. Ordinance 2020-1.

i. Ordinance for Out-of-District Billing and Cost Recovery and In-
District Cost Recovery for Transportation Corridor Billing and Non-
Taxed Properties that lie within District Jurisdictional Boundaries.

ii. The Ordinance doesn't apply to Hoodland Fire District Taxpayers.

MOTION MADE: By Shirley Dueber to approve the first reading of Ordinance
2020-1.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley
(Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune
(Absent)].

D. Testing Process for Division Chief of Operations and Training.

i. Civil Service has approved moving forward with the Division Chief
Testing process. Board Approval is needed to approve moving
forward with promoting an internal candidate with less than three
applicants.

11. D. New Business - Testing Process for Division Chief Continued

MOTION MADE: By Jacob Rackley to approve moving forward with the testing process for the Division Chief of Operations and Training and promoting an internal candidate with less than three applicants.

2ND: By Shirley Dueber.

DISCUSSION: Civil Service rules usually require three candidates. An internal promotion would help to avoid the likelihood of layoffs. We should have a minimum of two candidates.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

E. Fire Chief Interview Schedule.

i. SDAO sent out the Hoodland Fire Chief Hiring Process Timeline for the Board to Review.

ii. Mary Ellen Fitzgerald is unavailable for the Special Board Meeting on October 23, 2020.

iii. We need to confirm that there will be a quorum of Board Members available to attend the Meeting.

F. Fire Chief Employment Contract.

i. Previously distributed Fire Chief Recruitment Binder contains sample employment contracts and sample evaluations. This needs to be discussed more at a later date.

ii. Board members can also provide input to Fire Chief Steve Abel via email so he can help facilitate the process.

G. Resolution 2020-11 Declare Brightwood Fire Station Generator as Surplus.

i. Brightwood Station has a new generator provided by the contract with the Clackamas 800 Communications.

ii. The old generator has been removed and is sitting outside of the station.

iii. The generator could be sold, auctioned, or donated.

11. G. New Business - Resolution 2020-11 Continued

- iv. The generator should be donated to one of the Oregon Fire Departments that suffered losses in the 2020 Wildfires. Fire Chief Steve Abel will coordinate the donation.

MOTION MADE: By Shirley to adopt Resolution 2020-11 Declare Brightwood Fire Station Generator as Surplus.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

H. First Reading of Policy #003: Officers of the District Board.

- i. The Board Officer title of Chairperson would change to President and the title of Vice Chairperson would change to Vice President to align with Oregon Revised Statutes (ORS).

- ii. Policy #003: Officers of the District Board combines the information and replaces Policy #002, Policy #003, Policy #004, Policy #005, and Policy #009.

MOTION MADE: By Jacob Rackley to approve the First Reading of Policy #003: Officers of the District Board which combines and replaces Policy #002, Policy #003, Policy #004, Policy #005, and Policy #009.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

12. Motion to Pay Bills.

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

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Darcy Lais (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent)].

13. Board Member Comments.

A. Darcy Lais – Congratulations to Brian and Scott on your promotions. You are doing a great job. Great job to CERT for everything you did during the storm/power outages/fires. Glad to hear that we have a group of eight new volunteers in the Training Academy.

B. Shirley Dueber – Thank you to all of the volunteers for all of the work you did during the storm/power outages/fires and the work that you are still doing.

C. Jacob Rackley – New neighbors are from out of state and they were very impressed with Hoodland Fire District and how everything was handled during the storm/power outages/fires.

D. Mary Ellen Fitzgerald – Appreciated how everyone stepped up during the storm/power outages/fires. Loves this community and how everyone comes together.

14. Executive Session. None.

15. Other New Business.

16. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:34 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant