

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**MARCH 9, 2021**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune, and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Lt. Andy Figini (Zoom), FF Nick Miller (Zoom), Debra Sinz (Zoom), and Sally Chester (Zoom).

1. Call to Order: By Darcy Lais at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by DC Brian Henrichs.
4. Persons to be Heard. None.
5. Approval of Minutes.
  - A. Board Meeting Minutes on February 9, 2021.

MOTION MADE: By Cliff Fortune to approve the February 9, 2021 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

6. Communications.
  - A. Donation from Support Group (\$5000) Oregon Bottle Drop donated funds to agencies impacted by Oregon Wild Fires.
    - i. Direction is needed on how the funds should be allocated. Suggestion to use towards the installation costs of the MDCs. Board Members agree.
  - B. Donation from Mt. Hood Oregon Resort (\$2000).
    - i. Direction is needed on how the funds should be allocated. Suggestion to use towards the installation costs of the MDCs. Board Members agree.

6. Continued

C. Donation from Clackamas Fire Foundation (\$1000) was given to the Volunteer Firefighter's Association.

D. Donation from Resident (\$250) for the Volunteer Firefighter's Association.

E. Thank you card for the emergency response crew from a patient.

F. Thank you card and a cake for the emergency response crew from a patient.

G. SDIS Longevity Credit.

7. Reports.

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

i. Attended multiple meetings in February.

ii. Working with DC Scott Kline on next steps for adding a Manufactured home.

iii. Working with John Watts regarding the status of the Government Camp Station land easement and land swap. Mount Hood Meadows would prefer to lease the land to Hoodland Fire for \$1/ year for 90 years. There is also issues with lawsuits regarding the land swap, so this will take several more years to get sorted out. Working to confirm the additional 20 feet of space around the station that was previously discussed.

iv. Working with Carol Norgard on the upcoming Budget process.

v. Updating the SDAO Assessment Report.

vi. New Union MOUs will be discussed more in Executive Session.

vii. Planning to do a joint Firefighter Testing Process with Estacada Fire.

viii. Received multiple applications from the previous Firefighter recruitment in March 2020. The Testing Process and creation of the list was put on hold due to COVID-19. Civil Service suggested sending the applicants a letter inviting them to reapply and start a new process.

7. A. Continued

ix. Working with DC Scott Kline to research and apply for grants.

B. Staff Report: DC Brian Henrichs.

i. Lucas Devices – Have been placed in service, one at each station.

ii. Live Fire Training – February 27, 2021 for new recruits at Estacada Fire.

iii. CPR Classes are being offered to recertify all of our responders.

iv. MDCs – Waiting on additional parts from the vendor.

v. Updating users and phone numbers in the CAD.

vi. Government Camp Bay Doors are scheduled to be installed this month.

vii. Burn Trailer (propane burning prop) would cost around \$10,000 to get serviced/repaired. Because it was purchased on with grant funds, we will need to research to find out options if we can sell/donate it. It is around 20 years old.

C. Staff Report: DC Scott Kline.

i. Continuing to work on the Manufactured Home Project.

ii. Writing lots of burn permits for land clearing.

iii. Lots of inspection and water supply signoffs.

iv. Lots of new construction plans.

a. Mt. Shadow RV is planning to add 20 sites.

b. 27 home subdivision in clear cut near Vincent.

c. Hood Course Acres is planning an expansion to add around 40 manufactured homes.

d. We Are Camp is planning to add 15 RV spots for their staff.

7. C. Continued

v. Waiting on detailed ISO packet before notifying the community.

vi. Continuing to apply for multiple grants.

vii. C.E.R.T. continuing to provide trainings.

D. SDAO Assessment Report.

i. Action items have been updated in the report.

ii. The Strategic Plan has been adopted.

iii. Second Reading of the Evaluation Policy will be discussed under Unfinished Business.

iv. Jason Jantzi, SDAO came to do a Risk Management Walkthrough.

v. Fire Chief Jim Price is currently reviewing the policies and will continue to suggest changes/updates to the Board.

vi. Fire Chief Jim Price is consulting with SDAO regarding Best Practices for Human Resources and what policies should be in place.

8. Finance by Financial Manager Carol Norgard.

A. Budget Report was provided to the Board.

B. Have received 90% of the tax deposits so far.

C. Currently at 55% of overall expenses and 98% of overall income.

D. Reports on checks written, deposits made, bank balances, budget line items, etc.

E. Received some Conflagration reimbursement funds and still waiting on some more.

F. Close to Maxing out the Overtime Budget line item for the year.

9. Unfinished Business.

A. Second Reading of Policy 512 – Performance Evaluations.

MOTION MADE: By Mary Ellen to approve the Second Reading of Policy 512 -  
Performance Evaluations.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

B. Fire Chief Evaluation Form.

i. Mary Ellen Fitzgerald volunteered to meet with Fire Chief Jim Price  
to set measureable goals.

ii. Fire Chief Jim Price ideas for goals include: Evaluating the  
equipment/apparatus needs and how much it will cost. Create a 5  
year projected budget. Update/add policies.

MOTION MADE: By Shirley Dueber to approve the Fire Chief Evaluation Form.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

10. New Business.

A. MOU – Duty Officer Compensation.

i. Will be discussed in the Executive Session.

B. MOU – Mandatory Overtime.

i. Will be discussed in the Executive Session.

C. Possible COVID-19 Vaccination Site.

i. Recent HFD ad in the Mountain Times directed the public to sign  
up with Clackamas County regarding COVID-19 vaccinations. This  
ad confused members of the public thinking that they call Hoodland  
Fire to get a vaccine. We have heard from many members of the  
community that are experiencing difficulty scheduling a vaccine.

10. C. Continued

ii. Fire Chief Jim Price contacted Clackamas County regarding the options of assisting with a clinic in Welches. Clackamas County would prefer Hoodland Fire to be an enrolled provider versus providing assistance.

iii. The Board would like Fire Chief Jim Price to research the feasibility.

11. Motion to Pay Bills.

MOTION MADE: By Jacob Rackely to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

12. Board Member Comments.

A. Darcy Lais – Glad to hear that we have six new Combat Volunteers. It is good to see volunteers doing shifts at the station and going on calls.

B. Cliff Fortune – Glad to see volunteers doing shifts at the station and going on calls. Thank you Chief Price for researching the option of providing COVID-19 Vaccines to community.

C. Jacob Rackley – Excited about the Lucas Devices going into service.

D. Mary Ellen Fitzgerald – Great newspaper article on the Lucas Devices.

E. Shirley Dueber – Thank you everyone for jumping in to help, keep up the good work.

13. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 8:27 PM from Regular Session.

RECONVENE: 8:30 PM into Executive Session.

A. Discussion regarding MOU – Duty Officer Compensation.

B. Discussion regarding MOU – Mandatory Overtime.

13. Continued

ADJOURN: 9:00 PM from Executive Session.

RECONVENE: 9:04 PM into Regular Session.

14. Other New Business.

A. The Board directs Fire Chief Jim Price to proceed as directed with MOU – Duty Officer Compensation and consult with Attorney John Watts and SDAO.

B. The Board directs Fire Chief Jim Price to proceed as directed with MOU – Mandatory Overtime and consult with Attorney John Watts and SDAO.

C. Suggestion to add a Levy Statement discussion to the April Board Agenda.

D. Mary Ellen Fitzgerald has decided to run for Board position again.

15. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 9:07 PM.

Respectfully Submitted,

**Carolyn M. Norgard**

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant