

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**JANUARY 11, 2022**

Those Present: Board Members: Shirley Dueber, Nora Gambee, Cliff Fortune (Zoom), Jacob Rackley [Late], and Mary Ellen Fitzgerald (Zoom) [Late]. Staff: Jim Price; Fire Chief, DC Brian Henrichs, DC Scott Kline, Kelli Ewing; Administrative Assistant, Gary Brandt (Zoom). Guest: James Nice.

1. Call to Order: By Shirley Dueber at 7:00 PM.
  2. Roll Call.
  3. Pledge of Allegiance: Led by Fire Chief Jim Price.
  4. Persons to be Heard.
    - A. Budget Committee Applicant James Nice.
      - i. Previously served on Budget Committee for Rockwood Water District and was a Reserve Deputy for Multnomah County and the City of Portland. Currently handles finances for his Church including recording donations and paying the bills.
  5. Approval of Minutes.
    - A. Joint Board of Directors and Local Contract Review Board Meeting Minutes on December 14, 2021.
- MOTION MADE: By Shirley Dueber to approve the December 14, 2021 Joint Board of Directors and Local Contract Review Board Meeting Minutes as submitted.
- 2ND: By Nora Gambee.
- DISCUSSION: None.
- VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye) and Shirley Dueber (Aye).

5. Continued

B. Special Board Meeting Minutes on January 4, 2022.

MOTION MADE: By Shirley Dueber to approve the January 4, 2022 Special Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: Cliff Fortune and Mary Ellen Fitzgerald did not attend this meeting, but they did watch via Zoom. If Clackamas Fire takes over Sandy Fire, we need to maintain the same mutual aid relationship with Clackamas Fire as we currently have with Sandy Fire.

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

6. Communications.

A. Sandy Post Article highlighted the Hoodland Community Christmas Baskets, Hoodland Fire helps with this event every year.

B. Thank you email from a local resident.

7. Reports.

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

i. Alarm Breakdown: 78 Calls in the month of December. Total calls in 2021 was 1042, which is the 2nd highest count for HFD. Turn Out Time was 2:21 minutes and the average Dispatch to Arrival was 11:05 minutes.

ii. Staff Housing – DC Scott Kline is communicating with Project Manager Blane Skowhede to get progress updates.

iii. Company Inspector program is waiting on OSFM to offer training classes.

iv. Continuing to follow COVID-19 protocols and our approach is in line with other Fire Districts in Clackamas County.

v. Continuing to evaluate SCBAs and face masks before selecting the ones we want to order.

vi. Gathering information and applying for multiple grants including Water Tender, Volunteer Recruitment Position, and Firewise.

7. Continued

B. Staff Report: DC Brian Henrichs.

- i. Attending multiple meetings discussing Auto/Mutual Aid Agreements, no big changes are planned.
- ii. EMR class started. New Fast Track Volunteers must get signed off before they can respond.
- iii. Uniforms: New shirt design, from new cheaper screen print t-shirt vendor.
- iv. Apparatus/Vehicle Maintenance: E-351 is being repaired, the rear springs were rusted which caused it to shift out of alignment and made the tires wear funny. Deicer might be the cause of the rust, will research options on how to protect the undercarriage in the future. B-353 was hit while responding to a call, no significant damage. C-351's mirror was damaged from a minor accident on the ice. R-351 has minor damage from chain use, will be evaluating the size of the chains for the apparatus.
- v. Station Maintenance: Upgraded the thermostats in the bays. Metro Overhead Door replaced springs on the East Bay Door. Most of the Surplus items have been sold/picked up.
- vi. COVID: Stay home if you are sick.

C. Staff Report: DC Scott Kline.

- i. Continuing to help update the 2022 Oregon Fire Code, currently working on the Food Cart section.
- ii. Company Inspector class – on hold, waiting on OSFM.
- iii. Changing Burn Permits to issue for the entire year, so the same piles do not have to be inspected twice.
- iv. Developing a Fire Prevention Program for the local Boy Scout Troop.
- v. Gathering information and applying for multiple grants including Water Tender, Volunteer Recruitment Position, and Firewise.

7. C. Continued

- vi. Spire Grant Award – High Axle vehicle will soon be delivered and we will retrofit it to be a Brush Rig. It will need to be stored inside, not sure of which station yet.

D. SDAO Assessment Report.

- i. The report has been updated and the changes are highlighted in red.
- ii. Continuing to update Policies and SOGs. Received feedback from Staff and Volunteers regarding SOG updates.
- iii. Standards of Cover – still in process.
- iv. Adding new Volunteers some are starting the EMR class, and the rest are Fast Track.
- v. New Safety Chair Sue Kailey. OSHA Consultation requested.
- vi. Safety Officer role will be filled by DC Brian Henrichs and Lt. Evan Jarvis after they take the necessary training.
- vii. The Board would like to add a Suggestion Box for members to suggest new ideas. This could be accomplished via Survey Monkey QR Code.

8. Finance: Administrative Assistant Kelli Ewing

- i. Board Secretary/Treasurer Mary Ellen Fitzgerald and Fire Chief Jim Price review all of bank statements and reconciliations and initial and date each page. They are then scanned and emailed to all the Board members.
- ii. The Year-to-Date Budget Report and Check Register Report are included in the Board's packet.

9. Unfinished Business.

- A. Letter was mailed to Mt. Hood National Forest Supervisor. We have not heard anything back yet. The Board would like Fire Chief Jim Price to follow up with a phone call in a couple weeks if there is no response.

10. New Business.

A. Appoint a Budget Committee Member.

- i. One vacant position. The position was advertised, and we received one applicant. James Nice's resume and letter are in the Board's packet.

MOTION MADE: By Shirley Dueber to appoint James Nice to Hoodland Fire District #74 Budget Committee to serve a three-year term.

2ND: By Jacob Rackley.

DISCUSSION: Question regarding background checks on Budget Committee Members. Answer backgrounds are not usually done on Budget Committee Members, there is no policy in place.

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

B. FY 2022-2023 Budget Calendar.

- i. The calendar was developed to ensure all deadlines are met according to Oregon's Local Budgeting Rules.

MOTION MADE: By Nora Gambee to approve the FY 2022-2023 Budget Calendar.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

C. Designate the FY 2022-2023 Budget Officer.

- i. The Fire Chief is typically the Budget Officer.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Fire Chief Jim Price as the FY 2022-2023 Budget Officer.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

10. Continued

D. Second Reading of Policy #524: Ethics.

- i. The First Reading was approved at the December 14, 2021 Board Meeting and no changes were suggested.

MOTION MADE: By Nora Gambee to approve the second reading of Policy #524: Ethics.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

E. Second Reading of Policy #525: Workplace Conduct.

- i. The First Reading was approved at the December 14, 2021 Board Meeting and no changes were suggested.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #525: Workplace Conduct.

2ND: By Nora Gambee.

DISCUSSION: None.

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

F. Appoint a Board Member as an EMS Stakeholder.

- i. Clackamas County has requested a Board Member representative to participate in updating the Clackamas County EMS System and Ambulance Service Plan.

- ii. Jacob Rackley is interested in serving as the representative for Hoodland Fire District #74.

MOTION MADE: By Cliff Fortune to appoint Jacob Rackley to serve as the Hoodland Fire District #74 Board representative to update the Clackamas County EMS System and Ambulance Service Plan.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

10. Continued

G. Congressman Earl Blumenauer – Legislative Concepts: Recreation Enhancement, Wildfire Resiliency, and Conservation for Mt. Hood and the Columbia River Gorge.

i. Working to pass legislation for the Mt. Hood area and would like Hoodland Fire to have a stronger voice because they seem like they are mostly concerned with recreation.

ii. The Board would like the Blumenauer Staffer to provide a presentation and a map to the Board and answer questions. Fire Chief Jim Price will reach out to Liv about a presentation, depending on their schedule this may need to take place as a Special Board Meeting.

11. Motion to Pay Bills.

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

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).

12. Board Member Comments.

A. Shirley Dueber – Thank you to staff and volunteers for working hard and doing your job, you make us all look good! Kelli and Carol great job!

B. Nora Gambee – Thank you to Fire Chief Jim Price on helping us get through the COVID-19 crisis. Would like a copy of the current medical insurance plan to review.

C. Jacob Rackley – Would like input from the staff/volunteers regarding feedback on restrictive policies. Would like input from the staff regarding changes to the health insurance policies. Suggestion to send out a Survey Monkey Poll.

D. Mary Ellen Fitzgerald – Want members who responded to the tragic fire in Rhododendron to get the support they need. Suggestion: Outreach to the community for lessons learned without disclosing confidential information. Responders are taking part in AAR and Prevention will focus on working smoke alarms.

12. Continued

E. Cliff Fortune – Welcomes James Nice to the Budget Committee. Fire Chief Jim Price and DC Scott Kline, keep up the good work applying for grants!

Additional Comments by James Nice: Appreciates the professionalism and compassion of the Hoodland Fire responders who came to his wife's aid.

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

RECESS: 8:10 PM from Regular Session.

RECONVENE: 8:16 PM into Executive Session.

A. Discussion regarding upcoming CBA negotiations.

ADJOURN: 9:19 PM from Executive Session.

RECONVENE: 9:20 PM into Regular Session.

14. Other New Business.

A. Determine who will represent Hoodland Fire for the upcoming CBA contract negotiations.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Board Member Jacob Rackley, Board Member Nora Gambee and Fire Chief Jim Price to represent Hoodland Fire for the upcoming CBA contract negotiations.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

B. The Board directs Fire Chief Jim Price to coordinate with the Union to set up meetings. Suggestion to set schedule with dates.

15. Adjournment by Shirley Dueber at 9:23 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant

HOODLAND FIRE BOARD MEETING MINUTES 1/11/2022