

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**APRIL 12, 2022**

Those Present: Board Members: Nora Gambia, Cliff Fortune (Zoom), Jacob Rackley (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, Kelli Ewing; Administrative Assistant, DC Scott Kline, DC Brian Henrichs, and Sally Chester (Zoom).

1. Call to Order: By Nora Gambia at 7:05 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by Nora Gambia.

4. Persons to be Heard. None.

5. Approval of Minutes.

A. Board Meeting Minutes on March 8, 2022.

i. Board Correction: 7. C. x. change wording from “manufactured home” to “mobile office building.”

MOTION MADE: By Mary Ellen Fitzgerald to approve the March 8, 2022 Board Meeting Minutes with the correction of changing the wording from “manufactured home” to “mobile office building” on 7. C. x.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Nora Gambia (Aye), and Cliff Fortune (Aye).

B. Work Session Minutes on March 12, 2022.

MOTION MADE: By Nora Gambia to approve the March 12, 2022 Work Session Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Cliff Fortune did not attend this meeting.

VOTE: Passed 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambia (Aye), Cliff Fortune (Abstain) and Jacob Rackley (Aye).

5. Continued

C. Special Board Meeting Minutes on March 12, 2022.

MOTION MADE: By Mary Ellen Fitzgerald to approve the March 12, 2022 Special Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: Cliff Fortune did not attend this meeting.

VOTE: Passed 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambiae (Aye), Cliff Fortune (Abstain) and Jacob Rackley (Aye).

D. Special Board Meeting Minutes on March 24, 2022.

MOTION MADE: By Nora Gambiae to approve the March 24, 2022 Special Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Cliff Fortune did not attend this meeting.

VOTE: Passed 3 Ayes and 1 Abstain. Mary Ellen Fitzgerald (Aye), Nora Gambiae (Aye), Cliff Fortune (Abstain) and Jacob Rackley (Aye).

6. Communications. None.

7. Reports.

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

i. Attended multiple meetings including Collective Bargaining, Fire Defense Board, Wildfire Exercises in Government Camp, etc.

ii. Alarm Breakdown: 252 calls for 2022 and 79 calls in the month of March. Turn Out Time was 1:51 minutes and the average Dispatch to Arrival was 10:33 minutes.

iii. Collective Bargaining Negotiations are ongoing and there will be an update during the Board Executive Session.

iv. Staff Housing – DC Scott Kline will provide an update in his report.

v. Fire Inspections/Company Inspector Class - DC Scott Kline will provide an update in his report.

vi. Continuing to follow COVID-19 protocols. Masks are still required for medical calls. N95 masks are required when there is suspected COVID. Masks and N95 masks are made available to any member that would like to wear them at any time.

7. A. Continued

vii. OSHA Consultation – DC Brian Henrichs will provide an update in his report.

viii. Starting to work on the Draft Budget.

ix. Fuels Reduction - Met with USFS regarding their future fuel reduction plans. Meeting with Clackamas County Emergency Management scheduled for May 24, 2022 at 5:30 PM.

x. SCBA – Evaluation complete and recommendation will be discussed under New Business.

B. Staff Report: DC Brian Henrichs.

i. Attended multiple meetings including Fire Defense Board, Mock Fire Exercise, Safety meeting, Timberline Safety, NAFT, etc.

ii. Training: Five recruits in the Fire Training Class. Several members completing EMR and EMT signoffs. Starting to work on Wildland Training.

iii. Volunteer Residents: Kiera McPherson is the new resident at the Government Camp Station. She is currently working towards getting signed off to drive the apparatus.

iv. Uniforms: New T-Shirts. ODF Grant funds used to purchase new Wildland Pants for Volunteers. Turnout prices have increased and the lead time is 7-8 months, considering switching vendors.

v. Apparatus: Waiting on parts to repair S-351. Will be evaluating support vehicles and considering surplus a few. High Axel Rescue has been lettered.

vi. OSHA Consultation – Identified 3 Serious and several Other Than Serious (OTS) recommendations to fix. Two Serious items have been fixed, the eye wash station will be ordered soon.

vii. Refilling SCBAs - Purchased bottles for the new SCBA glass containment system so it can be used as a Cascade System. The Air Trailer bottles are due for hydrotesting, so it might be considered for surplus, since air trailers are not commonly used anymore.

7. Continued

C. Staff Report: DC Scott Kline.

- i. New Construction: Plans for a new hotel with 49 suites and a restaurant in Government Camp across from the Government Camp Station. Over 80 feet tall at the peak of the roof. Required fire protection safety measures will include a sprinkler system, standpipe system, ventilation system, extra hydrants, alarm system, and arial apparatus road. The sprinkler system and standpipe systems will help keep the fire in check.
- ii. Inspections: Continuing target hazards inspections per the schedule. Company Inspector program is on hold, waiting on OSFM to offer training classes.
- iii. Burn Permits – Issuing permits for large piles.
- iv. Prevention – Will be setting up Team Teaching for Welches School. Will be ordering and distributing Firewise information materials to the community. Requesting help from Clackamas County Community College for web-design students to help re-vamp our website.
- v. Grants – Status Unknown for the AFG Grants for Water Tender (\$341,000) and the Volunteer Recruitment and Retention Coordinator (\$976,000). Applying for an RFA/VFA Grant for the Wildland Slip-On for the High Axel Rescue. Working with the other Fire Districts who also received High Axel Rescues that want to add a Wildland Slip-On, to coordinate on the design to save on the engineering costs.
- vi. Manufactured Project – Blane is switching gears to talk to Clackamas County about the requirements for adding an Administrative Building versus Staff Housing.
- vii. Scott Kline graduated from the National Fire Academy’s Executive Fire Officer (EFO) program.
- viii. Board Suggestion: Use the Job Shack for the Administrative Office. Issue: We are in violation with that trailer, it was for temporary (6 months) use, and it has been there for several years. The job shack is on a month-to-month rental.

7. C. Continued

ix. Board Suggestion: Update the scope of work/contract for Blane. Get an estimate for how many hours Blane has already spent on the project.

x. Board Suggestion: Come up will alternate plans for administrative offices or sleeping quarters. Plan A: Modular Office Building. Plan B: Add on to the building which would require a variance from Clackamas County because of the Zoning Issues. Plan C: Reshuffle offices to move the crew quarters inside.

D. SDAO Assessment Report. None.

8. Finance: Administrative Assistant Kelli Ewing.

A. Bank Statements were reviewed by Fire Chief Jim Price and Board Secretary/Treasurer Mary Ellen Fitzgerald and emailed to the Board. Bank Account Balance Overview and Year to Date Budget Report/Check Register Report. Discussion on where we stand in the budget.

9. Unfinished Business. None.

10. New Business.

A. Second Reading of Policy #526: Pay Administration.

i. This Policy was mistakenly omitted from the Board Packet, so the Board decided to table it until the May 10, 2022 Board Meeting.

B. Second Reading of Policy #528: Sick Leave.

i. This Policy was mistakenly omitted from the Board Packet, so the Board decided to table it until the May 10, 2022 Board Meeting.

C. Second Reading of Policy #529: Holidays.

i. This Policy was mistakenly omitted from the Board Packet, so the Board decided to table it until the May 10, 2022 Board Meeting.

D. MSA SCBA.

i. Hoodland Fire received an AFG Grant to go towards the cost of replacing SCBAs. Originally the grant would have covered 95% of the cost, but with rising prices it will now cover about 80%.

10. D. Continued

- ii. Crews evaluated multiple manufactures including Scott, Drager, and MSA. Crews decided to stay with MSA, which is also used by our mutual aid partners in Clackamas County.
- iii. Documents are included in the Board Packet that explains that LN Curtis is a sole source vendor since it is the only MSA vendor in Oregon. LN Curtis also went through the public bidding process with another agency, so we can use their cooperative purchasing agreement which meets the requirements for public bidding.
- iv. Current SCBAs and bottles are at the end of their lifespan.
- v. LN Curtis bid came in at around \$272,000. We have around \$309,000 in the Budget. AFG Grant will cover around \$209,000 so we would be responsible for the balance of around \$62,000. Prices are still increasing, but the rate is locked in until the end of this week. These SCBAs should last about 15 years. If they do not arrive by the end of the budget year, we would need to include these funds in the FY 2022-2023 Budget.

MOTION MADE: By Mary Ellen Fitzgerald to authorize the Fire Chief to order the MSA SCBA's from LN Curtis as proposed with the knowledge that Hoodland Fire's share will be around \$62,000.

2ND: By Cliff Fortune.

DISCUSSION: Thank you to SFF Matt Nicholson and DC Scott Kline for working on this.

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

E. VOIP Phone System.

- i. Current phone system is outdated and needs to be replaced.
- ii. Multiple vendors were researched including POA, Ricoh, Black Point IT, and Verizon. POA was the lowest and the one that we are recommending.
- iii. The cost to purchase the hardware upfront would cost around \$8,000. When projecting out the cost for hardware and service over a 10-year span Hoodland Fire would save around \$900 over keeping the phone system as is.

10. E. Continued

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iv. Planning to keep 2-wired lines from Ziplly Fiber for the fax machine/ emergency line and the ring down 911 Line.
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v. Board Concern: Issues with POA in the past. Hoodland Fire has been working with POA to fix issues and upgrade systems. Some of the issues were caused by Hoodland Fire not following recommendations to upgrade systems.
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vi. Board Suggestion: Contact five current customers to find out how they like their phone service.
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vii. Board Suggestion: Educate and train members regarding computer security, fishing training, etc.
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viii. Board Concern: Possible security issues with YeaLink and a Russian/Chinese connection. Suggestion to purchase hardware that is not manufactured in China/Russia.

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F. Public Meeting Space Policy.

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i. Security Concerns regarding after hours use of the Meeting Room. The Meeting Room is not set up to be a securable space.
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ii. Board Suggestion: Restrict the meeting room use to during business hours only.
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iii. Board Suggestion: Add fees to cover the cost of hiring an HFD chaperone if they want to have meetings not during regular business hours.

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G. First Reading of changes to Policy #903 Paid Division Chief/Fire Marshal Job Description.

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i. Minor changes include changing the wording "Battalion Chief" to "Division Chief" and changing the work week to "40, 42, or 56-hour work week depending on the needs of the district."

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MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading of the changes to Policy #903 Paid Division Chief/Fire Marshal Job Description.

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2ND: By Cliff Fortune.

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DISCUSSION: None.

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

10. Continued

H. First Reading of changes to Policy #921 Paid Division Chief [Operations & Training] Job Description.

i. Minor changes include changing the work week to “40, 42, or 56-hour work week depending on the needs of the district.”

MOTION MADE: By Mary Ellen Fitzgerald to approve the first reading of the changes to Policy #921 Paid Division Chief [Operations & Training] Job Description.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

I. Surplus.

i. Items being considered are the Air Trailer, Ford Fusion, Pickup, Rescue, Brush Rig, Parts Washer, etc. Once these items have been evaluated, recommendations will be brought to the Board for action.

11. Motion to Pay Bills.

MOTION MADE: By Cliff Fortune 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), and Cliff Fortune (Aye).

12. Board Member Comments.

A. Mary Ellen Fitzgerald – Suggestion to move the Upcoming Board Action Items earlier in the agenda.

B. Cliff Fortune – Congratulations to DC Scott Kline on completing the EFO Program. Great idea to get college students to help redesign the website.

C. Nora Gambee – Ditto.

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

RECESS: 8:57 PM from Regular Session.

RECONVENE: 9:06 PM into Executive Session.

A. Discussion regarding CBA negotiations.

ADJOURN: 9:35 PM from Executive Session.

RECONVENE: 9:36 PM into Regular Session.

14. Other New Business. None.

15. Adjournment by Nora Gambee at 9:37 PM.

Respectfully Submitted,

**Kelli Ewing**

Kelli Ewing, Administrative Assistant

Notes Typed By: Kelli Ewing, Administrative Assistant