

**HOODLAND FIRE DISTRICT # 74**  
**WORK SESSION BOARD MEETING MINUTES**  
**SEPTEMBER 21, 2021**

Those Present: Board Members: Shirley Dueber, Nora Gambée, Jacob Rackley, and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Brian Henrichs, DC Scott Kline, Kelli Ewing; Administrative Assistant, and Lt. Andy Figini (Zoom). Guests: Jessica Rackley (Zoom) and Wendy Holladay (Zoom).

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Roll Call.

3. Work Session Topics.

A. Strategic Plan Review.

CRITICAL ISSUES:

i. (1) Financial Planning.

a. A 3-year Budget Plan (vs. 5 year) was presented to the Board in July 2021. This will be updated annually.

b. Considering renaming and reallocating funds in the Reserve Accounts to fund capital equipment purchases.

c. Current Budget and funding are dependent on the Levy.

d. In the process of upgrading technology and IT.

e. Continuing to apply for grants. Recently received an AFG Grant to upgrade and replace SCBAs.

ii. (2) Communications.

a. Developing Calendars for Staff and Board.

b. Staying active on Facebook, Website, and Ads in Mountain Times.

c. Staying in communication with members through email.

3. A. ii Continued

- d. Encouraging the community to sign up for Clackamas County Public Alerts for emergency notifications.
- iii. (3) Consistent and reliable response from all stations.
  - a. Contracted with Blane Skowhede to be the project manager for the Staff Housing Project.
  - b. Encouraging volunteer participation with stipends.
  - c. Main Station – Volunteers come in to do shifts.
  - d. Government Camp Station – Resident Volunteers are available and responding. Government Camp community is happy.
  - e. Brightwood Station - Rick Powell and Mic Eby respond, but it is inconsistent.
- iv. (4) Volunteer recruitment and retention program.
  - a. COVID-19 restrictions and mandates have impacted these efforts.
  - b. Collecting applications and are making plans for recruit academies.
- v. (5) Community Outreach.
  - a. COVID-19 restrictions and mandates have impacted these efforts.
  - b. Recently taught a CPR Class for local business employees.
  - c. Participating in the Spook Alley Drive Through Event.
  - d. Fire Chief Jim Price is continuing to attend local community meetings.
- vi. (6) Fire prevention and risk reduction program.
  - a. Will be discussed later by DC Scott Kline.

3. A. Continued

vii. (7) Update and create new policies and SOGs.

a. Continuing to update policies and SOGs.

viii. (8) Develop a comprehensive training program.

a. Will be discussed later by DC Brian Henrichs.

ix. (9) Update standards of cover.

a. Will be discussed later by DC Scott Kline.

x. (10) Develop a comprehensive safety program.

a. Safety Meeting has been changed to be right before the Board Meeting to boost participation.

xi. (11) Develop a Fire Board calendar of events.

a. Calendar has been developed and it will continually be updated.

STRATEGIC GOALS:

i. Goal 1 – Objective B: Develop and provide a capital replacement plan including apparatus and capital equipment.

a. Apparatus replacement plan is completed, it may need to be adjusted.

b. Monitor pricing is currently unknown, still waiting on Clackamas County, because they want to standardize equipment.

c. The Board would like an updated copy of the apparatus and capital equipment replacement plans.

3. A. Continued

ii. Goal 2 – Objective B: Establish External Communications through various means.

a. Taking pictures and providing press releases via Flash Alert program.

b. Monthly press releases to the Mt. Times Newspaper.

c. Monthly safety ads in the Mt. Times Newspaper.

d. Keeping the website updated. Adding ISO info has helped to decrease some workload.

e. Keeping Facebook updated – positive feedback from the community.

f. Clackamas County Public Alerts signup link on website.

g. Local HAM Radio group for emergency communication.

iii. Goal 3 – Objective B: Provide for consistent volunteer firefighter on-shift participation a Station 351.

a. Net Duty program has been cancelled because it did not fit our needs and caused a lot of duplication. Now volunteers are advised to contact the Shift Officer.

b. Lost 5 non-participating volunteers, tried contacting with no response via phone, email, and letters.

c. COVID-19 restrictions and mandates have impacted these efforts.

d. Looking at ways to incentivize volunteers to increase participation.

e. Ongoing volunteer recruitment going on. Plans for EMR class starting in November and Fire class in April. COVID-19 is not ending soon, we need to train new volunteers.

3. A. Continued

iv. Goal 3 – Objective C: Establish and maintain an effective resident volunteer program at Government Camp.

a. This has been completed.

v. Goal 3 – Objective D: Provide for reliable volunteer response from Station 352 (Brightwood).

a. Inconsistent volunteer response out of this station.

vi. Goal 4 – Objective A: Determine Target Staffing Numbers for In-District and Out of District Volunteers.

a. More volunteers are always needed – don't want to or see a need to set limits.

b. Some departments must cap volunteers due to associated costs.

vii. Goal 4 – Objective B: Develop and implement targeted recruitment plans.

a. COVID-19 restrictions and mandates have impacted these efforts.

b. BC Mic Eby has continued to work on the Volunteer Mentoring program.

c. The Academies will be a hybrid plan with book work at home and in-person skills days.

viii. Goal 4 – Objective C: Develop and implement volunteer officer/leader goals and qualifications for officers and implement programs to meet those goals.

a. Discussing options to remove barriers that are keeping volunteers from advancing within the department.

3. A. Continued

ix. Goal 5 – Objective A: Develop and Improve Community Outreach.

a. DC Scott Kline’s EFO research project focused on community risk reduction.

b. COVID-19 restrictions and mandates have impacted these efforts.

x. Goal 5 – Objective B: Schedule and conduct community First Aid and CPR programs.

a. Lt. Eric Macy and Lt. Evan Jarvis are taking the lead, because they are certified instructors.

b. Recent class provided to employees of a local business.

c. Open House was canceled due to COVID-19 restrictions, so coming up with alternate plan with info on the website and a contest at the school.

d. COVID-19 restrictions and mandates have impacted these efforts.

xi. Goal 5 – Objective D: Continue to participate in community events.

a. COVID-19 restrictions and mandates have impacted these efforts.

b. Fire Chief Jim Price continues to attend community meetings.

xii. Goal 6 – Objective A: Develop and implement a company fire inspection program.

a. Working on committee to develop the new Fire Code.

b. Created a Company Inspection SOG.

c. Record keeping is available through Image Trend program.

d. To be trained as a company inspector, career members need to take an OSFM training class when it becomes available.

3. A. xii. Continued

- e. Businesses will be contacted regarding inspections and to expect different inspectors.
- f. Calendar developed for when businesses are due for inspections.
- g. Company inspectors will not be able to complete inspections for assembly occupancies such as schools, churches, and restaurants.
- xiii. Goal 6 – Objective B: Develop and implement a program to create pre-fire plans for target hazards.
  - a. Facilities have been identified that need pre-fire plans.
  - b. Developed a Draft SOG for the pre-fire plans.
  - c. Looking into software programs.
  - d. Businesses will be contacted regarding pre-incident planning and what to expect.
- xiv. Goal 6 – Objective C: Develop and implement a fire hydrant maintenance and flow testing program.
  - a. DC Scott Kline is negotiating and working with water purveyors on maintenance and testing. Hydrants are owned by the individual water entities versus other areas where they are city owned. Some of the entities are not as willing to work with the Fire Department.
  - b. Hydrant testing equipment has been purchased and a record keeping system is in place in Image Trend.
  - c. Developed a schedule for when they hydrants will need maintenance and testing.
- xv. Goal 6 – Objective D: Coordinate and support the Firewise Program.
  - a. CERT has been very involved getting information out to the community.

3. A. xv. Continued

- b. COVID-19 restrictions and mandates have impacted these efforts.
  - c. Plans to revamp the program to coincide with the NFPA standard and partner with ODF.
  - d. Plans to train CERT and Volunteers to conduct home inspections.
- xvi. Goal 6 – Objective E: Reinstate a youth forest clean-up program.
- a. Many years ago, we received funds from a Title 3 Grant to hire adjudicated youth to do fuels reduction and install address markers in the USFS Summer Home area.
  - b. Exploring options for partnering with other agencies and available grants for hiring crews to do fuels reduction projects.
- xvii. Goal 8 – Objective A: Develop a comprehensive training program.
- a. Annual training calendar has been published and volunteers get objectives.
  - b. Hands on training is necessary but Zoom can be used.
- xviii. Goal 9 – Objective A: Create or update Standards of Cover.
- a. Working on updating Standards of Cover to the NFPA 1720 Standard.
  - b. This document will let the community know what to expect for our response times. This is a communication and liability tool, so the public is informed on what we can do with current resources available.
  - c. Response times improved when we went from 12 to 24 hour coverage and again when staff moved from the Domicile to the Main Station.
  - d. Updating the Standards of Cover is also listed as one of the items on the SDAO Assessment.



3. A. Continued

xix. Goal 10 – Objective A: Develop and implement a comprehensive safety program.

a. SDAO’s Risk Management Consultant Jason Jantzi approved of what we were doing with safety board and inspection schedule.

b. Safety Chair is still needed.

c. Duty crews will now be doing inspections and bringing the findings to the Safety Committee.

xx. Board Comments:

a. Recruitment should be targeted to certain groups such as the Latino group. Be all inclusive and welcoming to different communities.

b. CPR Classes want to make sure that fees are charged to cover employee overtime costs.

B. SDAO Assessment Update.

i. No new updates or discussion needed.

4. Additional Topics. None.

5. Adjournment.

ADJOURNMENT: Meeting adjourned by Shirley Dueber at 8:33 PM.

Respectfully Submitted,

**Carolyn M. Norgard**

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant