

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
JUNE 8, 2021

Those Present: Board Members: Shirley Dueber, Darcy Lais, Cliff Fortune, Jacob Rackley (Zoom), and Mary Ellen Fitzgerald. Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Lt. Andy Figini, Lt. Evan Jarvis, SFF Jason Kish, FF Brandon Bergeron, FF Dawson Kooch, Nora Gambie (Zoom), Debra Sinz, Gary Brandt (Zoom), Sue Allen, and Sally Chester. Guests: Margaret Jarvis and Chelsea Jarvis.

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

2. Roll Call.

3. Pledge of Allegiance: Led by Darcy Lais.

4. Persons to be Heard. None.

5. Swearing in Ceremony.

A. Lt. Evan Jarvis.

i. Fire Chief Jim Price appointed Evan Jarvis to Lieutenant. Evan Jarvis repeated the Oath of Office and was pinned by wife Chelsea Jarvis.

B. SFF Jason Kish.

i. Fire Chief Jim Price appointed Jason Kish to Senior Firefighter. Jason Kish repeated the Oath of Office and was pinned by Lt. Andy Figini.

C. Board Member Recognition.

i. Darcy Lais has served five and a half years on the Hoodland Fire Board of Directors. Thank you Darcy for your service on the HFD Board. Fire Chief Jim Price presented Darcy Lais with a certificate.

6. Approval of Minutes.

A. Board Meeting Minutes on May 11, 2021.

MOTION MADE: By Shirley Dueber to approve the May 11, 2021 Board Meeting Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

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

B. 1st Budget Committee Meeting Minutes on May 18, 2021.

MOTION MADE: By Cliff Fortune to approve the May 18, 2021 1st Budget Committee Meeting Minutes as submitted.

2ND: By Shirley Dueber.

DISCUSSION: Correction Darcy Lais was voted in as Budget Committee Chairperson, not Cliff Fortune. Correction Gaynell Thornbrough was voted in as Budget Committee Secretary, not Cliff Fortune.

VOTE: Passed: Three Ayes and Two Abstentions. Mary Ellen Fitzgerald (Abstain), Cliff Fortune (Aye), Shirley Dueber (Aye), Jacob Rackley (Abstain) and Darcy Lais (Aye).

7. Communications. None.

8. Reports.

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

i. Continuing to attend multiple meetings.

ii. Alarm Breakdown: 76 Calls for the month of May and Year to Date is 406. For the month of May the average Turn Out Time was 2:03 minutes and the average Dispatch to Arrival was 9:12 minutes.

iii. Mobile Home/Staff Housing Project will be discussed later by DC Scott Kline.

iv. FY 2021-2022 Budget was approved by the Budget Committee and the Budget Hearing and possible adoption will be on June 22, 2021.

v. MOU – Mandatory Overtime was approved by the Union and Volunteers and is now signed.

8. Continued

vi. Civil Service: Two swearing in ceremonies tonight. Still working on setting up an interview process to interview the candidates to establish an Entry Level Firefighter list.

vii. Grant Update: Hoodland Fire was turned down for the OSFM Wildfire Assistance Grant, the funds were awarded to departments that suffered big losses during the 2020 Wildfires.

viii. COVID Vaccines: Second Dose COVID-19 (Moderna) Vaccine Clinic tomorrow on June 9, 2021 is open to all (18 and up) including Walk Ins. There will also be Single Shot Johnson & Johnson COVID-19 Vaccines available (18 and up). Discussion regarding Pfizer is the only COVID-19 vaccine available for ages 12 and up.

B. Staff Report: DC Brian Henrichs.

i. MDCs: MDCs are being slowly implemented and staff training will be conducted later this month.

ii. Apparatus: E-354 is being repaired. WT-352 is still being repaired and is not passing the pump test.

iii. Training: Andy Figini and Brian Henrichs attended the Metro Advanced Wildfire School.

C. Staff Report: DC Scott Kline.

i. Manufactured Home Project – Continuing to work on the RFP on the ORPIN Website. Considering the option of hiring a professional Project Manager and DC Scott Kline could step down to Liaison. The Board agrees that looking into hiring a Project Manager is a good idea.

ii. New Construction/Plans Review – Met with Mount Hood Meadows regarding the Land Swap and their future plans. Possible new land development in Government Camp.

iii. Prevention – Oregon Department of Forestry came in to meet and discuss how they have a 5-person Hand Crew that is going to work on fuels reduction in the Hoodland Fire District. They will start in Government Camp, then Rhododendron/Lolo Pass, then Timberline Rim subdivision. Clackamas County Disaster Management has been working to get this going and is using Title 3 Grant Funds.

8. C. Continued

iv. ISO – Re-rating went into effect May 1, 2021. Disseminating information to the community regarding the re-rating. Updated information on the Hoodland Fire Website.

v. Grants – Received notification of award for the RVA/VFA Grant to cover some of the cost of Wildland PPE and Saws. Have not received AFG (SCBAs) and Safer Grant (Staffing) notifications either way, no news is good news. Grant application was rejected for the OSFM Wildfire Assistance Grant. SPIRE Grant (High Axel Rescue Apparatus) received notification of award several years ago. They are now moving forward, so we will be reviewing the apparatus specs to see if we want to accept this.

vi. Trail Special Rescue – Will continue to be dispatched to Trail Rescues in our District along with AMR RAT, CCSO, and SAR.

vii. CERT – Quarterly training this weekend. Received a Fire Extinguisher Training Prop via a Grant that can be used for community training. Firewise Ads in the Mountain Times.

D. SDAO Assessment Report.

i. No new updates.

9. Finance by Financial Manager Carol Norgard.

A. Budget report, bank statements, and reconciliations were completed and were provided to the Board before the Board Meeting.

B. A condensed Budget Report is available to make it easier to read.

C. 100% of the anticipated tax monies have been received. We will be receiving another deposit that will go towards Cash Carryover.

D. Expenses are what you would expect to see at this point in the budget.

E. The Supplemental Budget will help to more accurately reflect the percentages so that we can add the reimbursement funds received into the budget for items that have already been spent.

10. Unfinished Business.

A. Levy Update.

- i. Fire Chief Jim Price previously provided a letter regarding an update on the progress of Hoodland Fire District and how the Levy Funds are being used. If the community has questions, we can provide them with that letter or use that letter as a reference for talking points. The Board agrees no further action needed.
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11. New Business.

A. Second Reading of Policy #504: Workplace Professionalism.

MOTION MADE: By Cliff Fortune to adopt the second reading of Policy #504: Workplace Professionalism.

2ND: By Jacob Rackley.

DISCUSSION: None.

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

B. Second Reading of Policy #514: Harassment.

MOTION MADE: By Shirley Dueber to adopt the second reading of Policy #514: Harassment.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

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

C. Second Reading of Policy #523 Dispute Resolution.

MOTION MADE: By Mary Ellen Fitzgerald to adopt the second reading of Policy #523 Dispute Resolution.

2ND: By Cliff Fortune.

DISCUSSION: Discussion regarding the timeline.

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

11. Continued

D. Civil Service Commissioner Needed.

- i. Tom Anderson served on Civil Service Commission and has decided not to continue. Cliff Fortune and Mary Ellen Fitzgerald will do something to let him know we appreciate his service.
- ii. There has been couple people that have shown interest regarding the position. One resume was provided to the Board for review.
- iii. The Board will need to make an appointment and the position was advertised and a hard deadline was not established.

MOTION MADE: By Cliff Fortune to John W. Drake Jr. as Hoodland Fire's Civil Service Representative.

2ND: By Darcy Lais.

DISCUSSION: It would be nice to meet the candidates.

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

E. Fidelity Insurance.

- i. The Auditors noted that Hoodland Fire often carries balances in excess of \$350,000 in the bank accounts.
- ii. Increasing the fidelity insurance coverage from \$350,000 to \$500,000 will cost an additional \$125/year.

MOTION MADE: By Mary Ellen Fitzgerald to take the Auditor's advice and increase the Fidelity Insurance coverage to \$500,000.

2ND: By Cliff Fortune.

DISCUSSION: I would cost more to cover more. Suggestion to cover \$1,000,000. Mary Ellen Fitzgerald retracts her motion. Cliff Fortune retracts his second.

MOTION MADE: By Jacob Rackley to increase the Fidelity Insurance coverage to \$1,000,000.

2ND: By Shirley Dueber.

DISCUSSION: This would cost an additional \$700/year.

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

F. Fire Chief Evaluation.

- i. According to the Fire Chief's Contract, it is time for the Fire Chief's evaluation.
- ii. The evaluation can be conducted during Executive or Open Session.
- iii. Evaluation forms were provided so the Board can take them home and fill them out. Darcy Lais can do one ahead of time.
- iv. Suggestion to have an Executive Session at the July 13, 2021 Board Meeting to evaluate Fire Chief Jim Price.
- v. Budget Hearing on June 22, 2021 a Board Quorum is needed.

G. Resolution #2021-02: Resolution Adopting and Appropriating a Supplemental Budget for Fiscal Year 2020-2021 General Fund.

- i. The Budget Committee does not have to be convened because this is under a 10% change.
- ii. John Watts has reviewed and approved this Resolution.
- iii. Between the Resources and Expenditures, the financial adjustment is \$305,199. 10% would have been \$430,000.

MOTION MADE: By Mary Ellen Fitzgerald to adopt Resolution #2021-02: Resolution Adopting and Appropriating a Supplemental Budget for Fiscal Year 2020-2021 General Fund.

2ND: By Shirley Dueber.

DISCUSSION: None.

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

12. Motion to Pay Bills.

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

2ND: By Cliff Fortune.

DISCUSSION: None.

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

13. Board Member Comments.

A. Darcy Lais – Congratulations to Evan Jarvis on his promotion to Lieutenant. Congratulations to Jason Kish for completing your probationary period. Appreciates time spent serving on the Board and wishes everyone well! Thank you for doing a great Job Fire Chief Jim Price.

B. Shirley Dueber – Thank you Darcy Lais for everything you have brought to the Board. Congratulations to Evan Jarvis and Jason Kish. Happy with the progress we have made and the direction that we are moving in.

C. Cliff Fortune – Congratulations to Evan Jarvis and Jason Kish. Thank you Darcy Lais, we will miss you. Excited about the ODF hand crew!

D. Mary Ellen Fitzgerald – As a Board Member you are privy to the day to day accomplishments and involved in the day to day operations. Happy HFD is participating in the COVID Vaccine Clinics. Attending the Government Camp meetings and providing updates to Fire Chief Jim Price and Board President Shirley Dueber. We will invite Darcy to the next Banquet and Picnic.

E. Jacob Rackley – Thank you Darcy Lais for your service on the Board!

14. Executive Session. None.

15. Other New Business.

A. Budget Hearing on June 22, 2021.

i. A Board Quorum is needed: Cliff Fortune and Darcy Lais will be on vacation.

B. FY 2019-2020 Audit – One Deficiency.

i. A letter was drafted to the Oregon Secretary of State detailing the Corrective Action Plan (already in place).

ii. The letter needs to be reviewed and signed by all five Board Members.

iii. Since four Audits have been completed in the past year and a half, the recommended changes have been implemented going forward but were not retroactive for the Audits that were behind.

16. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:50 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant