

HOODLAND FIRE DISTRICT #74
BOARD OF DIRECTORS MEETING COMBINED WITH THE
2024-2025 BUDGET HEARING MINUTES
JUNE 11, 2024

Board Members: Nora Gambee, Cliff Fortune, John Drake, Mary Ellen Fitzgerald, and Terry Niedermeyer. Five voting members in attendance.

Staff and Volunteers: Jim Price; Fire Chief, Scott Kline; Division Chief, Brian Henrichs; Division Chief; Kelli Ewing; Office Administrator, and FF Aaron Beers.

Guests: Alexandra Cettie (Zoom).

1. Call to Order: By Nora Gambee at 7:01 PM

2. Roll Call

3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald

4. Persons to be Heard regarding the Budget. None

5. Persons to be Heard on any Board Topic. None

6. Approval of Minutes

A. Board of Directors Board Meeting Minutes on May 7, 2024

MOTION MADE: By John Drake to approve the Board Meeting Minutes on
May 7, 2024

2ND: By Nora Gambee

DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting. Cliff Fortune did
not have time to review the minutes before the meeting.

VOTE: Motion Passed. 3 Ayes and 2 Abstain. Nora Gambee (Aye), John
Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Abstain), and
Mary Ellen Fitzgerald (Abstain)

B. 1st Budget Committee Meeting Minutes on May 21, 2024

MOTION MADE: By John Drake to approve the 1st Budget Committee Meeting
Minutes on May 21, 2024

2ND: By Nora Gambee

DISCUSSION: Cliff Fortune and Mary Ellen Fitzgerald did not attend this meeting.

VOTE: Motion Passed 3 Ayes and 2 Abstain. Nora Gambee (Aye), John
Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Abstain), and
Mary Ellen Fitzgerald (Abstain)

7. Communications

A. Board Upcoming Reminders

i. District Luncheon on Friday June 28, 2024 at 12 PM. Mary Ellen Fitzgerald, Cliff Fortune, and Terry Niedermeyer will host.

a. The Board would like multiple email reminders sent out including a few days before the luncheon.

ii. Regular Board Meeting on Tuesday July 9, 2024 at 7 PM

B. Safety Meeting Minutes on May 31, 2024

C. Thank you letter from Regional Forester regarding Timberline Lodge Fire.

D. Online complaint regarding HFD not taking care of a fire hydrant on its side by Thriftway. The public will need to be educated that the hydrants are the responsibility of the Water Purveyors not the Fire District.

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. May 2024 Alarm Breakdown: 65 alarms. Total for the year is 426. Average Turnout Time 2:02, Average Time to Arrival, 11:56. The majority of calls were EMS.

ii. Civil Service Meeting is in July, the Salary Survey will be done at that time.

iii. Advertisement for Entry Level Fire Firefighter Testing after Budget is approved.

iv. ATX is C800 owned. Insurance only paid \$16,000 of the \$21,000. Ownership needs to be transferred from C800 so it can be fully insured.

v. Wildfire Partnership Meeting on June 12, 2024

OUT OF ORDER

10. Unfinished Business

A. Fire Station Project

i. Intergovernmental Agreement between Clackamas County and Hoodland Fire District #74

- a. Clackamas County has agreed to transfer ownership of the Dorman Property at no cost to Hoodland Fire District. The Board of Clackamas County Commissioners (BCC) will let us know when it is on their agenda and Hoodland Fire representatives will attend the meeting.

MOTION MADE: By Cliff Fortune to approve the Intergovernmental Agreement between Clackamas County and Hoodland Fire District #74

2ND: By Terry Niedermeyer

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambia (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

ii. Otak Contract Amendment

- a. Otak is requesting an amendment to the contract to include the management of supplemental services including Level One ESA, Geotechnical Services, and Survey.

- b. Three bids were received for Geotechnical Services. Columbia West was selected as the company of choice, primarily due to their competitive pricing. Additionally, Columbia West will undertake the Environmental Level One Assessment of the property.

- c. Otak Survey Group has been tasked with conducting site surveys. It's important to note that Otak will handle direct payments to contractors and include billing for contractors within their invoices to Hoodland Fire District to streamline the process.

- d. Otak is working on what cost will be pre-bond, and what will be post-bond. Grants are being looked at, but funding is needed as soon as possible to help the District to be able to cover the pre-bond costs.

iii. SDAO Advisory Services Contract

- a. Agreement allowing SDAO to assist with municipal finance-related matters. Assisting with bond, attending board meetings, underwriting services.

MOTION MADE: By Cliff Fortune to enter into a contract with SDAO Advisory Services

2ND: By Terry Niedermeyer

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

iv. Mackenzie Engineering Contract

- a. Started preliminary work. Contract still needs to be signed.

- b. Mackenzie is working on Traffic Engineering and collecting surveys from staff regarding station needs and concepts for spaces.

- c. There will be weekly meetings with Mackenzie.

- d. A stations tour was conducted to observe the layout and functionality of other stations' spaces. This provided insight into aspects that were appreciated as well as areas that could benefit from improvement.

- e. Contract was reviewed by Attorney John Watts and Otak and requested changes were made.

- f. Board needs the contract re-worked to change the scope of services to reduce post-bond estimate.

- g. Special Board Meetings will be scheduled for June 18, 2024 and June 25, 2024 and the one that is not needed will be cancelled. An additional Special Board Meeting will be held on July 23, 2024.

OUT OF ORDER

15. EXECUTIVE SESSION under ORS 192.660 2(f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney and 2(e) To conduct deliberations with persons you have designated to negotiate real property transactions.

RECESS from Regular Session at 7:57 PM

RECONVENE into Executive Session at 7:59 PM

A. Discussion on Mackenzie Architectural Services Contract

B. Discussion on Otak Contract Amendment

ADJOURNMENT of Executive Session at 9:17 PM

RECONVENE into Regular Session at 9:18 PM

OUT OF ORDER

10. Unfinished Business

A. Fire Station Project

ii. Otak Contract Amendment (Continued)

MOTION MADE: By Mary Ellen Fitzgerald to approve the Otak Contract Amendment

2ND: By Terry Niedermeyer

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

RESUMED AGENDA

8. Reports

B. Staff Report: DC Henrichs. No Report

C. Staff Report: DC Scott Kline

i. Two Station tours last month including the kindergarten class from Welches Grade School and a Preschool class from Hoodview Academy in Boring.

ii. The new electronic sign in front of the Main Station is up and running now.

iii. DC Scott Kline has been very busy with all the Pre-Bond Work for the Fire Station Project.

9. Finance by Office Administrator Kelli Ewing

A. For the end of FY 2023-2024, Personnel Services is at 84.3% of Budget and Materials and Services is at 92.9% of Budget.

B. Bank Account Balances Summary, Year to Date Budget Report, and Transactions Report includes all payments since the last Board meeting.

C. Auditor came in to do some pre-work. Audit is expected to be done by October.

10. Unfinished Business

B. Volunteer Relations Update

i. New Student Interviews were completed, and onboarding is now in progress. The New Students are expected to start their Student Academy in July.

ii. CERT will be talking with the HOA partnership about their function as a recruitment tool.

11. New Business

A. First Reading of Policy 917 Paid Temporary Firefighter Job Description

MOTION MADE: By Mary Ellen Fitzgerald to approve the First Reading of Policy 917 Paid Temporary Firefighter Job Description

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

B. New Type 3 Engine

- i. Current Type 3 is old and was previously wrecked and repaired. It will be surplused once a new vehicle is acquired. Pricing is available through Public Purchasing Contract. A new Type 3 Engine was included in the FY 2024-2025 Budget. Estimated Sourcewell price before any changes or upfitting is \$478,599.00, which is under the budgeted amount.

MOTION MADE: By John Drake to approve the purchase of the Type 3 Engine

2ND: By Cliff Fortune

DISCUSSION: Contract doesn't include upfitting, only for the vehicle.

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

C. Engine 352 Retrofit

- i. Public Purchasing Sourcewell. 2002 with very low miles. Runs and pumps well. The issues are that it doesn't have enough compartment space, tank is too large, and the ladder placement is wrong. The refurbishing company will need to come out to get a better estimate of the costs. The E 352 Retrofit was included in the FY 2024-2025 Budget.

MOTION MADE: By Cliff Fortune to approve the contract for the Engine 352 Retrofit and authorize Fire Chief Jim Price to sign the contract.

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

D. New Credit Card Vendor

- i. US Bank NASPO Value Point Commercial Card is a publicly bid and awarded contract.

- ii. This new vendor offers favorable terms. The vendor does not impose any interest or fees and provides a generous payment window for up to 45 days. There is also flexibility in selecting the payment date. Additionally, there is no restriction on the number of cards available, and the option for managed spend cards allows control of credit limits, expiration dates and restrictions.

MOTION MADE: By John Drake to approve the New Credit Card Vendor and authorize Fire Chief Jim Price to sign the contract.
2ND: By Nora Gambée
DISCUSSION: None
VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

12. Motion to Pay Bills

MOTION MADE: By Terry Niedermeyer to pay all bills as submitted.
2ND: By Cliff Fortune
DISCUSSION: None
VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

OUT OF ORDER

15. EXECUTIVE SESSION under ORS 192.660 2(d) To conduct deliberations with persons you have designated to carry on labor negotiations.

RECESS from Regular Session at 9:56 PM

RECONVENE into Executive Session at 9:57 PM

A. Discussion on Dorman Real Estate

B. Discussion on Union CBA

ADJOURNMENT of Executive Session at 10:44 PM

RECONVENE into Regular Session at 10:45 PM

16. Other New business

A. Collective Bargaining Agreement (CBA) between Hoodland Fire District #74 and IAFF Local 1660

MOTION MADE: By Terry Niedermeyer to accept CBA as presented
2ND: By John Drake
DISCUSSION: None
VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and

Mary Ellen Fitzgerald (Aye)

B. Resolution #2024-03 Changing PERS contributions from EPPT to MPPT

MOTION MADE: By Mary Ellen Fitzgerald

2ND: By Nora Gambia

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambia (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

RESUMED AGENDA

13. Close Budget Hearing

A. Approve Final Budget for Fiscal Year 2024-2025

MOTION MADE: By Nora Gambia to Approve Final Budget for Fiscal Year 2024-2025

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambia (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye) Mary Ellen Fitzgerald (Aye)

B. Resolution #2024-02: Adopting the 2024-2025 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

MOTION MADE: By Mary Ellen Fitzgerald to Approve Resolution #2024-02: Adopting the 2024-2025 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax

2ND: By Terry Niedermeyer

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambia (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

14. Board Member Comments

A. John Drake: Add photos of Board Members on the website. Having photos next to their names may help with public relations.

B. Cliff Fortune: Have been doing this for a long time. The New Station Project will involve some big decisions and it is important to keep an "Eye on the Prize."

C. Mary Ellen: Concerned about funding support and grant funding for the
New Station Project. Would like to talk about fuel reduction at next regular
Board Meeting.

17. Adjournment by Nora Gambee at 10:55 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant