

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**JANUARY 9, 2024**

**Board Members:** Nora Gамbee, Mary Ellen Fitzgerald [Absent], Cliff Fortune, John Drake, and Terry Niedermeyer (Zoom). Four voting members in attendance.

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

**Guests:** Alexandra Cettie (Zoom)

1. Call to Order: By Nora Gамbee at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by Cliff Fortune

4. Persons to be Heard. None.

5. Approval of Minutes

A. Board of Directors Meeting Minutes on December 12, 2023

**MOTION MADE:** By Cliff Fortune to approve the Board of Directors Meeting Minutes on December 12, 2023.

**2ND:** By John Drake

**DISCUSSION:** None.

**VOTE:** Motion Passed 4 Ayes. Nora Gамbee (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

6. Communications

A. Board Upcoming Reminders:

i. Set the date for January Special Board Meeting. The Board decided on January 23, 2024 at 7 PM.

ii. District Luncheon Friday January 26, 2024 at 12 PM. Cliff Fortune and Nora Gамbee will work together on the menu.

iii. SDAO Conference – Seaside February 8-11, 2024. Cliff Fortune, Terry Niedermeyer, John Drake, and Mary Ellen Fitzgerald will be

attending.

iv. Training Company Swearing In Tuesday February 13, 2024 at 6:30 PM

v. Regular Board Meeting on Tuesday February 13, 2024

vi. HFD Banquet on February 24, 2024 at the Resort on the Mountain

B. Safety Meeting Minutes on December 19, 2023

## 7. Reports

A. Chief's Report: Fire Chief Jim Price

i. December Alarm Breakdown: 107 calls in the month of December. Average Turnout Time: 1:51 and Average Time to Arrival: 9:54. Lots of MVAs in December. 2023 Alarm Breakdown: 1102 calls in 2023. Average Turnout Time: 2:11 and Average Time to Arrival: 11:44.

ii. Meetings included Board Meeting, Staff Meeting, District Christmas Party, District Luncheon, Hwy 26 Wildfire Partnership, Otak Meeting, and Fire Defense Board.

iii. Civil Service – Meeting coming up this month.

iv. Staff housing – The cost to purchase the current unit would be \$64,550.00 which is way too much and would take around 13 years to just break even.

v. Staffing – Division Chiefs are now working a 40-hour week schedule. We are currently advertising for a Part Time Administrative Assistant.

B. Staff Report: DC Brian Henrichs

i. Main Station apron paving project is now complete.

ii. Working on getting bids for budget forecasting for paving the apron in Government Camp and compacting the donated grindings at the Main Station and Brightwood Station.

iii. Brightwood Station repair work is now complete, and the toilet has also been replaced.

iv. Considering surplusings some apparatus.

C. Staff Report: DC Scott Kline

i. Continuing to do fire inspections and re-inspections. Starting Company Inspections and DC Scott Kline will accompany the crews for their first few times to train them. Each of the shifts will be assigned two inspections per month of businesses and mercantiles. DC Kline will still be responsible for inspections of restaurants, hotels, bars, places with fire protection systems, etc.

ii. Clackamas Fire Prevention Co-op meeting with an emphasis on wildfire mitigation will continue to meet.

iii. DC Scott Kline is continuing to take GIS classes at Clackamas Community College. Planning to put the GIS Map on the website that shows data for the increase in MVAs along Hwy 26 after the Safety Corridor was abandoned in 2020. Working on developing a GIS map for people to find their ISO rating by entering the home's address. GIS maps are also being used to track wildfire mitigation work that is being done.

8. Finance: Office Administrator Kelli Ewing

A. Bank Account balances reconciled as of 12/31/2023, 2023-2024 YTD Budget Report, and a report of all transactions since the last Board Meeting.

B. We have received the final reimbursement of \$32,140.00 from the Camp Creek Fire for the apparatus.

C. We have received \$2,246.00 from an MVA billing, this is the first and only one received in 2023.

9. Unfinished Business

A. Clackamas County Dorman Property Update

i. The Board is expecting some additional information and possibly a draft agreement sometime this month. Any updates will be discussed at the Special Board meeting on January 23, 2024.

B. Discussion on Construction Project Management Service contract process

i. Draft Personal Services Contract: Construction Project Management Services (Owners Representative)

a. The contract has been reviewed by HFD counsel John Watts and there are a few suggested changes.

ii. Otak's Preliminary Agreement for Consulting Services

a. This agreement allows Otak to get started evaluating the Main Station before the contract is finalized.

b. Preliminary tasks will include (1) Review and support in issuing the Architectural Services RFP, (2) Coordinate with Grant Specialists, (3) Develop Phase 1 scope and timeline, (4) Complete Facilities Condition Assessment and Report.

c. The proposed work, time, and materials in this agreement would not exceed \$24,000.00.

d. Architectural RFP General Timeline lays out the process.

e. This agreement can be discussed more at the Special Board Meeting on January 23, 2024.

f. This preliminary agreement is separate from the contract. This will allow Otak to get started on the items that can be done now and will be needed regardless of what happens with the Dorman Property.

MOTION MADE: By John Drake to approve Otak's Preliminary Agreement for Consulting Services not to exceed \$24,000.00

2ND: By Terry Niedermeyer

DISCUSSION: Cliff Fortune states that this should wait and be done in a designated order. Nora Gambia states that this doesn't affect the contract and these items will be needed regardless.

VOTE: Motion Passed 3 Ayes and 1 Nay. Nora Gambia (Aye), Cliff Fortune (Nay), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

g. Fire Chief Jim Price will sign the agreement and it will be submitted to Otak.

C. Volunteer Relations Update

- i. Awards Banquet on Saturday February 24, 2024 will be held at the Mount Hood Oregon Resort. After research was done to evaluate other options, Mount Hood Oregon Resort came back as the best option for capacity, cost, convenience, and accessibility. FF Pat McAbery is working on a picture video. Gaming will be provided by Wild Bill's. BC Linn Norgard will be playing background music. Menu: Taste of the Northwest includes a wide variety of buffet options for main courses, sides, and desserts. There will be a no host bar that will not be paid for with taxpayer funds.

10. New Business

A. RFP for Professional Auditing Services

- i. The RFP is very similar to the one that was approved last year. A few changes were made but they were mostly dates. The edited RFP was reviewed by HFD's Attorney John Watts.
- ii. Mr. Watts recommended that we make personal contact with the Auditing Firms to see if there was any interest before advertising the RFP. So other Special Districts were contacted regarding recommendations. Phone calls were made, and we have found at least two companies that would be interested in applying.
- iii. The Agreement is pretty standard and the RFPs will be evaluated based on references and costs.

MOTION MADE: By Cliff Fortune to approve the RFP for Professional Auditing Services.

2ND: By John Drake

DISCUSSION: None.

VOTE: Motion Passed 4 Ayes. Nora Gambia (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

B. 2024 Union Contract Negotiations

- i. The Union Contract is up June 30, 2024 so Chris Hart from Tualatin Valley Firefighters Union IAFF 1660 sent a letter regarding setting up negotiations.
- ii. Suggestion to have a Board Executive session at the February 13,

2024 Board Meeting to discuss priorities and other side rails.

iii. The first negotiation meeting can be before the Board Meeting because it is just going over ground rules. The date options are January 29, February 2, and February 7, 2024.

iv. The Board needs to decide if the negotiations will be conducted in house or through a third party. The Board should also decide who they would like on the Negotiation Committee. There should not be more than two Board representatives on the committee.

v. The Board would like a copy of the current contract sent to them.

vi. The Board and Fire Chief will review some existing contracts.

vii. Minor wording changes should be considered carefully because it opens other items for quid pro quo.

viii. The Board would like to conduct the negotiations like last time with the Fire Chief and two Board Members. Fire Chief Jim Price, Nora Gambee, and Terry Niedermeyer will be on the committee.

ix. The Negotiation Committee would like to meet with the Union on Friday February 2, 2024 to have the ground rules meeting.

C. Approve the FY 2024-2025 Budget Calendar

i. The calendar meets all the Oregon Local Budget Law advertising requirements.

MOTION MADE: By Cliff Fortune to approve the FY 2024-2025 Budget Calendar

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

D. Appoint Karen Rogers to another 3 Year Term on the Budget Committee

MOTION MADE: By Cliff Fortune to appoint Karen Rogers to another 3 Year Term on the Budget Committee

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

E. Appoint Kirk Peterson to another 3 Year Term on the Budget Committee

MOTION MADE: By Nora Gambée to appoint Kirk Peterson to another 3 Year Term on the Budget Committee

2ND: By John Drake

DISCUSSION: None.

VOTE: Motion Passed 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

F. Confirm 2024-2025 Budget Committee Members:

i. Karen Rogers – (Renewing) [Position 1: Term Expires 12/31/2026]

ii. James Nice – (Active) [Position 2: Term Expires 12/31/2024]

iii. Kirk Peterson – (Renewing) [Position 3: Term Expires 12/31/2026]

iv. Rhiannon Nicholson – (Active) [Position 4: Term Expires 12/31/2025]

v. Jeremy Goers – (Active) [Position 5: Term Expires 12/31/2025]

MOTION MADE: By John Drake to confirm the 2024-2025 Budget Committee Members

2ND: By Nora Gambée

DISCUSSION: None.

VOTE: Motion Passed 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

G. Designate the FY 2024-2025 Budget Officer

MOTION MADE: By Cliff Fortune to designate Fire Chief James Prices as the FY 2024-2025 Budget Officer

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen Fitzgerald (Absent)]

11. Motion to Pay Bills

MOTION MADE: By Nora Gambée to pay all bills as submitted

2ND: By John Drake  
DISCUSSION: None  
VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Cliff Fortune (Aye),  
John Drake (Aye), and Terry Niedermeyer (Aye). [Mary Ellen  
Fitzgerald (Absent)]

12. Board Member Comments

- A. John Drake – Discussion on Hoodland Fire now having administrative control of the Facebook Page and having a new Instagram account to better engage with the public through social media. There is also a mailing list sign up through the HFD Website to be able to send out newsletters. Researching options on mailing out paper newsletters.
- B. Nora Gамbee – Discussion on upgrading the sleeping unit, adding an outhouse, or flipping the building and adding a covered walkway.
- C. Cliff Fortune – Glad we are moving forward with the station project. Appreciates that the Budget Committee members are willing to serve another three-year term.

13. Executive Session. None

14. Other New Business. None

15. Adjournment by Nora Gамbee at 8:33 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator