

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**FEBRUARY 13, 2024**

**Board Members:** Nora Gамbee, Mary Ellen Fitzgerald, Cliff Fortune, John Drake, and Terry Niedermeyer. Five 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:** Busola Odunuga (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. Presentations

A. FY 2022-2023 Audit Review – Busola Odunuga: Pauly, Rogers, and Co. P.C.

i. Thank you to Kelli Ewing and Fire Chief James Price for providing all the information requested in a timely fashion. Teamwork helped to make the Audit successful and completed on time.

ii. Mary Ellen Fitzgerald attended a recent Fraud Prevention training at the SDAO conference. Was assured that HFD is doing well with providing oversight with financial transactions.

iii. Audit Results: “Clean” opinion with no reservations, meets state standards, and no significant deficiencies.

iv. Best Practices: The Board should continue financial monitoring. Governing Body Monitoring, Segregation of Duties, QuickBooks Accounting Software, and Bank Reconciliations.

6. Approval of Minutes

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A. Board of Directors Meeting Minutes on January 9, 2024

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MOTION MADE: By John Drake to approve the Board of Directors Meeting Minutes on January 9, 2024.

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2ND: By Cliff Fortune

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DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting.

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VOTE: Motion Passed 4 Ayes and 1 Abstain. Nora Gамbee (Aye), Cliff Fortune (Aye), John Drake (Aye), Mary Ellen Fitzgerald (Abstain), and Terry Niedermeyer (Aye).

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B. Special Board of Directors Meeting Minutes on January 23, 2024

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MOTION MADE: By Cliff Fortune to approve the Board of Directors Meeting Minutes on January 23, 2024.

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2ND: By John Drake

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DISCUSSION: None.

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

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7. Communications

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A. Board Upcoming Reminders:

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i. HFD Banquet RSVP by February 15, 2024

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ii. HFD Banquet February 24, 2024 at the Mt. Hood Oregon Resort

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iii. Regular Board Meeting on Tuesday March 12, 2024 at 7 PM

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B. Safety Meeting Minutes on January 26, 2024

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8. Reports

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A. Chief's Report: Fire Chief Jim Price

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i. January 2024 Alarm Breakdown: 134 calls in the month of January. One building fire, 2 chimney fires, 52 EMS calls, 7 MVAs, and multiple calls for service. Average Turnout Time: 2:16 and Average Time to Arrival: 12:51.

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ii. Civil Service meeting was cut short; the next meeting will be in April. Working on putting together a recruitment for a Firefighter list.

iii. C-800 – DC Brian Henrichs has been working with them checking on the towers after the Winter Storm.

iv. Dorman Center – Letter sent to Clackamas County, Contract with Otak signed, and RFP for Architect is open.

v. Auditor RFP is open, and we have received one submission.

vi. Part Time Administrative Assistant Position - Received 11 applications, will be conducting interviews this month. Current policy does not allow volunteers to become paid employees. One volunteer has applied for the open position. If the volunteer is offered the position, this may be brought to the Board's attention.

vii. Not recommending purchasing a new truck, the savings were not enough to purchase it now. It will be more transparent to include the purchase as part of the Budget process.

B. Staff Report: DC Brian Henrichs. None

C. Staff Report: DC Scott Kline

i. Inspections were light due to storm. We Are Camp/Windell's and Wyeast Academy inspections were conducted with A Shift.

ii. Prevention: Participating in the Clackamas County Wildfire Prevention Group. Working with CERT on developing additional Winter Prevention materials.

iii. Researching and applying for Grants including AFG and Wildfire Season Staffing Grant. OSFM vehicles grants have already been awarded. The vehicles remain the property of the state and are not reimbursed during conflagrations. USDA grant; working with Otak on grant options for funding towards a new station. HFD cannot apply for grants for funding a station because you must submit detailed information and be further along in the process. Board Members can contact their Representatives regarding insight and advice on federal and state funding. The Board would like to review any grant submissions so they can be aware of what HFD would be committing to if awarded.

9. Finance: Office Administrator Kelli Ewing

A. Bank Account balances reconciled as of 1/31/2024, 2023-2024 YTD Budget Report, and a report of all transactions since the last Board Meeting.

B. The EFT transactions have been paid electronically vs paper check. Payroll and some other transactions need to be done online for timely processing. Most vendors are paid via paper check with two Board Members signing to reduce fraud because online payments can have much less oversight.

10. Unfinished Business

A. Clackamas County Dorman Property Update

i. Letter was sent to Clackamas County regarding the IGA. Mary Ellen Fitzgerald will keep in contact with Sarah to get updates.

ii. Conditions Assessment report on Main Station is almost completed.

iii. Working on developing a budget with Otak.

iv. RFP Architect – 12 Firms came to tour the Main Station and the Dorman property and ask questions.

v. Otak Dashboard is available for Board members to keep up to date on the project's progress. Board members will be receiving a link to login to Smart Sheet.

vi. The Board would like to see a detailed monthly bill from Otak.

vii. The preliminary schedule is ambitious and if we are going to stick to that we need to not delay public involvement and outreach. We also need more information to be able to present to the community. We need to involve the community early on and throughout the process.

viii. A communication plan needs to be developed for how we are going to reach out and distribute information to the community regarding a new station. AI can be used to create newsletters, but information may need to be distributed in different ways because there is a variety of populations in the District. Communication with the public is also part of the Scope of Work for Otak and the Architect. Mary

Ellen Fitzgerald will help develop the project's communication plan.

- ix. Hoodland Fire's current communication plan is to send out press releases via Flash Alert, post information on HFD Social Media Pages, HFD website, and articles in the Mt. Times.
- x. Mary Ellen Fitzgerald will reach out to the Citizen Committee to give them an update regarding the communication back and forth with the Board of Clackamas County Commissioners.

B. Volunteer Relations Update

- i. Swearing In Ceremony before the Board Meeting recognized the seven newly trained Volunteers, two of them are Student Volunteers.
- ii. CERT – still working through the leadership transition.

11. New Business

A. Amendment Number 01 Cooperative Improvement Agreement between Mt. Hood Hwy @ Hoodland Fire Station

- i. HFD has an agreement in place with ODOT for the signal light. In the agreement HFD pays for 100% of the cost for electricity and maintenance.
- ii. ODOT recently has connected the signal to a crosswalk and they are willing to provide this amendment to the agreement to share the costs. This amendment will split the cost of electricity and maintenance and will only require HFD to pay 50%.
- iii. The original agreement was signed by two Board members and HFD's Attorney.

MOTION MADE: By Mary Ellen Fitzgerald to approve Amendment Number 01 Cooperative Improvement Agreement between Mt. Hood Hwy @ Hoodland Fire Station. Agreement No. 19097 A136-G0092481

2ND: By Cliff Fortune

DISCUSSION: None.

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

- iv. Once the contract is drafted two Board members will need to come in to sign.

B. Time Management Discussion if needed

- i. Memo was sent to the Board from Board President Nora Gambiae.

12. Motion to Pay Bills

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

2ND: By Cliff Fortune

DISCUSSION: Cliff Fortune declares a potential conflict of interest due to SDAO conference reimbursement check.

VOTE: Motion Passed 4 Ayes and 1 Abstain. Nora Gambiae (Aye), Cliff Fortune (Abstain), John Drake (Aye), Mary Ellen Fitzgerald (Aye), and Terry Niedermeyer (Aye).

13. Board Member Comments

A. Cliff Fortune – Congratulations to the new recruits for completing their training. Thank you to Training Officer Lt. Evan Jarvis and the rest of the mentors. Thank you to the recruit's families. There was a lot of family support at the Swearing In Ceremony. Former volunteer Stuart Chung recently lost his wife.

B. John Drake – The Board would like to sign the Get Well card for Brian's son.

C. Mary Ellen Fitzgerald – Would like to be involved in the development of a Communication Plan for the new station project.

14. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations and 2(e) Conferring with persons designated by the Board to negotiate real property transactions.

RECESS from Regular Session at 8:29 PM

RECONVENE into Executive Session at 8:31 PM

A. Discussion on Union Contract negotiations.

ADJOURNMENT of Executive Session at 9:17 PM

RECONVENE into Regular Session at 9:17 PM

15. Other New Business. None

16. Adjournment by Nora Gambee at 9:17 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator