

HOODLAND FIRE DISTRICT #74
BOARD WORK SESSION MEETING MINUTES
NOVEMBER 7, 2023

Board Members: Nora Gамbee, Cliff Fortune, John Drake, Jacob Rackley and Mary Ellen Fitzgerald. Five voting members in attendance.

Staff/Volunteers: Fire Chief Jim Price and Kelli Ewing; Office Administrator

Guests: Terry Niedermeyer, Brooke Besheone (Klosh Group), and Abram Jenks (Klosh Group)

1. Call to Order: By Nora Gамbee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by John Drake
4. Persons to be Heard. None.
5. Unfinished Business
 - A. Dorman Property: Next Steps with Clackamas County Commissioners
 - i. Received a response email from the Clackamas County Commissioners.
 - a. The Commissioners thought that the response letter answered most of their questions.
 - b. The Commissioners would like to have a Joint Executive Session with the Hoodland Fire Board to discuss details regarding timeline for getting a Bond on the ballot, election cycles, marketing strategy, and hiring a consultant.
 - c. Board Members are frustrated with the Commissioners who are trying to micromanage this project. Hoodland Fire is in the initial stages and would just like an agreement (like what they provided to the Women’s Club/proposed Parks District).
 - d. We could do a draft timeline and provide estimations to the Commissioners but we want to allow for plenty of time, because this process always takes longer than expected.

e. Recent class at the OFDDA conference recommended May ballots for measures in even numbered years and avoiding putting measures on the ballot when there is a Presidential election.

f. The Board could write a letter that responds to their email and hand it out to Commissioners at the Joint Board Meeting.

g. Mary Ellen Fitzgerald will contact Caroline Hill regarding email clarification and setting up a Joint Board Meeting.

h. Mary Ellen Fitzgerald will draft a letter that responds to the Commissioner's email and bring it to the November Board Meeting for discussion.

ii. Public Relations

a. Recent class at the OFDDA conference recommended sending out a hard newsletter once per quarter. The newsletters should be generic for the first year.

b. The District should be active on Social Media to engage with the public.

c. A community member or volunteer could write the newsletter and it could be approved by a PIO and sent out.

d. There are mass email programs where we could sign up with a program to send out information.

e. HFD currently only has Facebook for social media, but we are having issues trying to get full access to this account.

f. The Chief will reach out to staff and volunteers to see if anyone is interested in helping with Social Media/ Newsletters.

iii. Discussion on alternative options

a. A deep dive into the review of the Main Station building and property to determine scope of remodel, retrofit, or rebuild.

- b. Mobile Structure fire station – an email was sent that the cost estimate was off, and it would be a lot more than originally expected.

6. New Business.

A. Review RFPs for Construction Project Management Services

- i. Klosh Group
- ii. Otak
- iii. Turner and Townsend Heery, LLC

B. The companies came for tours of the Main Station and property and the Dorman property. They were informed that there is some uncertainty based on if we can get the Dorman property from Clackamas County.

C. An RFP Evaluation Review will need to be conducted

- i. The Board Members should review and grade the proposals in private and then come together as a group to review, discuss, and decide.
- ii. The RFP documents that we published have language that we will not disclose the information to the public until the proposals have been evaluated, negotiations completed, and a recommended award has been published.
- iii. We will have to check with SDAO to see if the review and grading can be done in Executive Session.
- iv. There could be the possibility of doing a blind public review with the identifying information redacted.
- v. Discussion on if the proposers should be invited to do a presentation or possibly interviews with pre-determined questions.
- vi. A scoring guide needs to be developed to match the RFP. Terry Niedermeyer created a draft template that could be used.
- vii. An RFP review committee can review and score the RFPs. Anyone can be on the review committee including citizens. The Board can also invite whoever they want to an Executive Session.

viii. The Board can review the committee's recommendation, but it is the Board who would be making the decision. The Board isn't required to award based on the high score. They can select who they think would best fit the needs of the District. The Board would just need to be able to articulate the reasons for their choice.

ix. An Executive Session could be held before the Board Meeting and the proposers could give a short presentation. Confirmation is needed from SDAO to see if this meets the executive session rules.

7. Other New Business

A. Gary Brandt's Memorial

i. Memorial Donations can be donated to the HFD Volunteer's Association and Board Members can donate if they want to.

ii. The service was very nice and the family was very appreciative of HFD's assistance especially Sally Chester and DC Brian Henrichs who were recognized for their efforts. The Oregon Fire Service Honor Guard was there and did a ceremonial presentation.

B. Safety Items

i. Exit signs are now working in the Training Room.

ii. Fire Sprinkler system has been tested.

iii. The entrance to the station is confusing, especially in the dark. Suggestion to add "Entrance Here" signage while the ODOT work is being done in front of the station.

C. Open Session Interviews/Presentations

i. Everyone is welcome in Open Session, but the Board can ask applicants if they will consider stepping out to give the other applicants' privacy.

ii. Nora Gambee will come up with interview questions for the Board Member applicants.

D. Local Option Levy Results

i. Early results show that Hoodland Fire's Local Option Levy is currently passing at 84%.

E. Abram Jenks, Klosh Group Comments

i. It is not advisable to do interviews/presentations in Open Session.

ii. Suggestion to narrow it down to two based on the written reports
and then do interviews/presentations with the final two.

8. Adjournment by Nora Gambee at 8:33 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator