

HOODLAND FIRE DISTRICT #74  
**BOARD MEETING MINUTES**  
DECEMBER 12, 2023

**Board Members:** Nora Gambee, 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, and Kelli Ewing; Office Administrator.

**Guests:** Alexandra Cettie

1. Call to Order: By Nora Gambee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald
4. Persons to be Heard. None.
5. Approval of Minutes

A. Board of Directors Work Session Meeting Minutes on November 7, 2023

**MOTION MADE:** By John Drake to approve the Work Session Meeting Minutes on November 7, 2023.

**2ND:** By Mary Ellen Fitzgerald

**DISCUSSION:** This meeting was before Terry Niedermeyer became a Board Member.

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

B. Board of Directors Meeting Minutes on November 14, 2023

**MOTION MADE:** By Mary Ellen Fitzgerald to approve the Board Meeting Minutes on November 14, 2023.

**2ND:** By Cliff Fortune

**DISCUSSION:** Terry Niedermeyer was appointed to the Board at this meeting.

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

C. Board of Directors Special Board Meeting Minutes on November 28, 2023

- i. Suggested change: On 6) C) vi) to remove the wording “and that we were able to get pricing through a public bid.” This is to reduce confusion and be clear in the messaging to the Auditor.

MOTION MADE: By Mary Ellen Fitzgerald to approve the change on 6) C) vi) to remove the wording “and that we were able to get pricing through a public bid” to the Special Board Meeting Minutes on November 28, 2023.

2ND: By Cliff Fortune

DISCUSSION: None

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

MOTION MADE: By Mary Ellen Fitzgerald to approve the Special Board Meeting Minutes on November 28, 2023 with changes.

2ND: By Cliff Fortune

DISCUSSION: None

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

D. Board of Directors Special Board Meeting Minutes on December 5, 2023

MOTION MADE: By Cliff Fortune to approve the Special Board Meeting Minutes on December 5, 2023.

2ND: By John Drake

DISCUSSION: None.

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

6. Communications

A. Board Upcoming Reminders:

- i. Regular Board Meeting on Tuesday January 9, 2024
- ii. District Luncheon Friday January 26, 2024 at 12 PM.
- iii. SDAO Conference – Seaside February 8-11, 2024.

B. Safety Meeting Minutes on November 29, 2023

7. Reports

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A. Chief's Report: Fire Chief Jim Price

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- i. Alarm Breakdown: 59 calls in the month of November, 995 YTD. November Turnout time: 2:05 and November Dispatch to Arrival: 11:56. November calls were light, but December is starting out busy with 11 vehicle accidents already.
- ii. Next Civil Service meeting will be in January 2024.
- iii. Final payments made to C-800 for the cost sharing of project overruns and the final radio equipment payment.
- iv. Staff housing – unable to find an improved replacement that will work in the current footprint because a larger unit will restrict vehicle access to the back of the station. HFD could consider purchasing the unit vs. monthly rental.
- v. Hoping to have a completed 2022-2023 Audit submitted to the Secretary of State by December 31, 2023. When the Audit is completed the Board would like to hear about the highlights. We will ask Pauly Rogers if they are willing to give a brief presentation. We will continue to look for other auditors that are willing to take on additional clients.
- vi. Levy has been certified and passed with 82% approval.
- vii. Hwy 26 Wildfire Partnership meeting is tomorrow December 13, 2023. The Board would like to see a copy of the grant application.
- viii. The plan is to move the Division Chief's back to a traditional 40-hour work week schedule in January 2024. All Chiefs will take turns as Duty Officer on the evenings and weekends. Will soon be advertising for a 20 hour per week part time office person in January 2024.
- ix. Jeff Griffin, WHA offered to do an in-person Board training that would include a meal. Other Fire Boards could also be invited to attend the training. The Board would like to invite Sandy Fire Board. The Board would like to see a list of the available training topics.

x. District charged fees discussion: In 2019 there was a proposed ordinance to charge various prevention/inspection fees which was tabled. There is already a current policy in place to charge non-district residents for response on major incidents. This doesn't bring in very much. If we passed an ordinance, the fees would not make a financial difference. There is an optics issue when charging various fees. It might be good to consider charging fees if there is a big issue with non-compliance with fire inspection violations.

xi. Benevolent Fund was set up to collect donations and use the funds to help someone in need in the community. Other fire districts have something similar, but the funds are processed separately through a 501C3 Union, Volunteer's Association, Foundation, etc. The Board might want to consider closing the account and giving the donated funds to the HFD Volunteer's Association and the funds could be processed through the 501C3 to help someone in need in the community.

xii. Mary Ellen Fitzgerald objects to the Division Chief's schedule change, because she would prefer more people on duty during the weekends. All three Chief's will take turns being on call during the evenings and weekends. The staffing level should continue to be reevaluated. Fire Chief Jim Price is also considering adding funds to hire another FF in the next budget.

B. Staff Report: DC Brian Henrichs. None

C. Staff Report: DC Scott Kline

i. Continuing to do fire inspections and businesses are working to fix their issues. Recent inspection on a new Indian restaurant. Working on training the crew to use the Inspection software in December. In January Company Inspections will start and each of the shifts will be assigned two inspections per month. DC Scott Kline will accompany the crew for the first few times to train them.

ii. Reviewed and provided comments on the Wapinitia Firewise Assessment and the Government Camp Firewise Assessment.

iii. GIS Map that shows data for the increase in MVAs along Hwy 26 after the Safety Corridor was abandoned in 2020. In 2018 – 62 MVAs, 2019 – 51 MVAs, 2020 – 52 MVAs, 2021 - 61 MVAs, 2022 – 63 MVAs. The largest concentration of MVAs is on the corner below Mirror Lake. People are driving faster, a report from State Police during Hood to Coast identified several people caught doing 90 MPH in the 45 MPH Zone.

8. Finance: Office Administrator Kelli Ewing

A. Bank Account balances reconciled as of 11/30/2023, 2023-2024 YTD Budget Report, and a report of all transactions since the last Board Meeting.

B. We have received a reimbursement of \$43,000.00 so far from the Camp Creek Fire response for personnel, benefits, and administrative fees. We are still waiting for the \$32,000.00 reimbursement for the apparatus.

C. So far, we have collected 94% of the anticipated tax revenue for this year.

D. In the final stages of the Audit.

E. The funds received from the Camp Creek Fire are listed in the Income under Federal Grants. Since the funds were unanticipated, they will go towards next year's cash carryover.

G. The income under State Grants shows low because we received the 3 years of the Capacity Grant funds in a lump sum in June 2023, so they don't show in the report.

H. Sometimes the funds for grants that are applied for are included in the Budget, if the Grants are not awarded, then the funds are not spent.

9. Unfinished Business

A. Clackamas County Dorman Property Update

i. Mary Ellen Fitzgerald will be sending a brief update to the Citizen Committee that states that the Executive Session was positive and that we are on the right track, and will hopefully be able to share more in a month or two.

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 Mr. Watts.

b. Additional information is needed from Otak for scope of work, timeline, budget, etc.

c. Fire Chief Jim Price and DC Scott Kline will continue to work with Otak on a contract which will include scope of services and an estimated budget.

ii. Budget for Phase 1 Station Project

a. Otak will put together a scope of services and an estimated budget and provide the information to DC Scott Kline.

b. The Board would like a detailed estimate for Phase 1 and a ballpark estimate for the entire project.

c. The Board would like Otak to start looking at remodel options for the Main Station because an agreement with Clackamas County is needed before any work could be started with the Dorman Property.

d. Otak can help with researching grants opportunities.

e. Staff will send Otak information on the current Main Station including previous seismic report, plans, site boundaries, etc.

C. Volunteer Relations Update

i. Burn to Learn last Saturday with Gresham Fire so our new volunteers could get checked off for their Firefighter 1. A video created by Pat McAbery was uploaded to Facebook and Instagram.

ii. CERT – Mary Taylor resigned as one of the Co-Leaders.

10. New Business

A. Budget for Phase 1 Station Project – Already discussed under Unfinished Business

11. Motion to Pay Bills

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MOTION MADE: By Mary Ellen Fitzgerald to pay all bills as submitted

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2ND: By Nora Gambee

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DISCUSSION: John Drake declares a potential conflict of interest due to a reimbursement check.

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

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12. Board Member Comments

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A. John Drake – Discussion regarding the Brightwood C-800 tower and how the rent was paid 25 years in advance so the funds could go towards the new radio system. Discussion on community donation check to Shirley, it will no longer be presented at HFD Board Meeting.

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B. Nora Gambee – At the District Luncheons the Board should not sit together; they should sit with the staff and volunteers.

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C. Cliff Fortune – Thank you to everyone involved in helping with the District Luncheon and the Support Group Christmas Party. It would be nice to have a better attendance at the Christmas Party. The Clackamas County Commissioners would like to be invited to the HFD Banquet. DC Scott Kline and Lisa Kline are working on Banquet planning.

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13. Executive Session. None

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14. Other New Business. None

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15. Adjournment by Nora Gambee at 9:09 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator