

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**MARCH 11, 2025**

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

**Staff and Volunteers:** Jim Price; Fire Chief, Scott Kline; Division Chief [Zoom], Brian  
Henrichs; Division Chief, Kelli Ewing; Office Administrator, and Engineer Pat McAbery

**Guests:** Cathy Bowman (Mackenzie) [Zoom], Jeff Humphreys (Mackenzie) [Zoom],  
Alex Cettie (Otak) [Zoom], David Linz (Otak) [Zoom], and Grant Eldridge [Zoom]

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. Fire Station Project
  - A. Project Update
    - i. The Pre-Design phase has been completed, and the project is now entering the Schematic Design phase, which is the second of five phases.
    - ii. The CM/GC will be brought on during the Schematic Design phase. This step is critical, particularly due to the possible impact of tariffs and economic changes.
    - iii. CM/GC RFP - Overview of schedule. Five firms have expressed interest in the RFP so far. CM/GC interviews are scheduled for the week of April 21 – 25, 2025.
    - iv. Mackenzie met with the USFS last week and has gained a better understanding of their requirements. Work on the preliminary conceptual design sketch will begin next week. The updated design will include two additional apparatus bays and seven to nine workspaces.

v. The USFS Agreement has not yet been signed. It has undergone legal review, and approval from the USFS is pending. The USFS is contributing \$5.6 million to the project.

vi. There has been some personnel turnover at USFS, so the new contacts are Bill Conroy and Andrew Geist.

vii. Otak has requested that the Board review the updated Mackenzie proposal over the next two weeks and be prepared to vote on it at a Special Session scheduled for March 25, 2025, at 7:00 PM.

viii. The Board would like to schedule a check-in with Otak. Board members will forward their thoughts to DC Scott Kline.

B. Alternative Funding Options Tracker

i. The Alternative Funding Options Tracker has been updated.

ii. A funding proposal along with the letters of support was submitted to Senator Jeff Merkley and Senator Ron Wyden's offices.

ii. DC Scott Kline and Alex Cettie are continuing to explore additional funding options.

C. Bond Letters of Support

i. Letters of Support for the Fire Station Bond Measure have been provided by Representative Jeff Helfrich, State Fire Marshal Mariana Ruiz-Temple, Senator Daniel Bonham, and Craig Roberts Chair of the Clackamas County Board of Commissioners.

ii. DC Scott Kline will verify whether the letters of support are allowed to be shared on the Hoodland Fire District website.

6. Approval of Minutes

A. Board of Directors Meeting on February 11, 2025

MOTION MADE: By John Drake to approve the Board of Directors Meeting Minutes from February 11, 2025

2ND: By Cliff Fortune

DISCUSSION: None.

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

B. Board of Directors Special Board Meeting Session on February 25, 2025

MOTION MADE: By John Drake to approve the Board of Directors Special Board Meeting Session Minutes from February 25, 2025.

2ND: By Terry Niedermeyer

DISCUSSION: None.

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

7. Communications

A. Board Upcoming Reminders

i. District Dinner – Monday, April 7, 2025, at 5:30 PM

a. Cliff Fortune and Mary Ellen Fitzgerald will host

b. District Dinners will be Quarterly on the first Monday.  
Upcoming dinners 7/7/2025, 10/6/2025, and 1/5/2025.

ii. Special Board Session - Tuesday, March 25, 2025, at 7:00 PM

iii. Regular Board Meeting – Tuesday, April 8, 2025, at 7:00 PM

B. Safety Meeting Minutes January 31, 2025

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. The banquet was a success. The Board extends its gratitude to DC Kline for his efforts in organizing the event.

ii. Call Count – There were 65 calls in February, with a total of 151 calls for the year. The average turnout time was 1:57 and the average time to arrival was 12:31.

iii. New Firefighter Jonathan Frank began employment on Monday, March 3, 2025.

iv. The Timberline EMS conference is April 24 – 25, 2025.

B. Staff Report: DC Brian Henrichs.

- i. Three surplus vehicles have been listed on GovDeals, with the current bids totaling over \$22,000.
- ii. A change order of \$294,641 has been added for the refurbishment of the engine. Completion is expected in late 2025.
- iii. The estimated cost for a new Water Tender is approximately \$450,000 - \$500,000. Budgeting will be required over the next 2 – 3 years to fund the purchase.
- iv. Training is going well, members are working on EMS recertification.

C. Staff Report: DC Scott Kline

- i. DC Kline has been busy working on the banquet, the Fire Station project, and is attending a paramedic refresher course this week.

9. Finance

A. Financial Memo

- i. The Year-To-Date Budget Report has been updated as of today.
- ii. Transaction Report is current and includes all checks for today.

B. HFD Fire Station Project Costs

- i. The report includes all expenditures from the previous budget year as well as current year spending to date.
- ii. The Board has raised concerns regarding the work Mackenzie is currently doing, specifically the delay in receiving an updated design that includes the USFS spaces. Mackenzie has been busy with various tasks, including conducting surveys, programming, preliminary designs, and hosting two public meetings. However, it's important to note that work on the USFS portion should not proceed until the Agreement with them is signed. This will ensure that the additional costs can be properly billed to the USFS. Despite these concerns, the project is still on track and remains on schedule.

10. Unfinished Business

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A. Volunteer Relations Update

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- i. Deb Sinz and Feleicia Forston are the CERT team leaders. CERT had a productive presentation by Clackamas County for local stakeholders last week.
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B. Measure Arguments

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- i. The Board will include a Measure Argument in the Voter's Pamphlet. Grammer revisions will be made, and the USFS contribution amount will be corrected to \$5,600,000.
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11. New Business

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A. Board Liaison Positions

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- i. John Drake – Safety
- ii. Cliff Fortune – Volunteers
- iii. Nora Gabee – CERT
- iv. Mary Ellen Fitzgerald and Terry Niedermeyer – Finance
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B. SDAO Conference Update

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- i. Limited funding is available. Business Oregon can be approached for funding assistance after the bond passes. Additionally, an application may be submitted for the Energy Oregon Grant.
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C. Govy Water possible rate increase

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- i. Govy Water is proposing a rate increase of 20% or more. The Board will discuss submitting a letter to the PUC regarding the increase.
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D. Agenda suggestions for next month's meeting

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- i. Add monthly Board Liaison Updates.
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12. Motion to Pay Bills

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MOTION MADE: By Terry Niedermeyer

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2ND: By John Drake

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

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13. Board Member Comments.

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A. Cliff Fortune - Attending the SDAO Legislature Meeting in Salem on March 12, 2025. The CPO discussed the Clackamas County Sheriff and expressed a strong desire for increased presence in the area.

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B. Nora Gambée – Attending SDAO Legislature Meeting

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C. John Drake – St. Patrick’s Day Party March 15, 2025

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D. Terry Niedermeyer – No comments.

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E. Mary Ellen Fitzgerald – Suggested placing signage for new station near the east end of the guardrail.

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14. Executive Session. None.

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15. Other New Business. None.

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16. Adjournment

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MOTION MADE: By John Drake

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2ND: By Cliff Fortune

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ADJOURNMENT: By Nora Gambée at 8:42 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant