

**HOODLAND FIRE DISTRICT #74
SPECIAL BOARD MEETING MINUTES
AUGUST 26, 2025**

Board Members: Nora Gambee, John Drake, Kirk Peterson, and Terry Niedermeyer.
[Cliff Fortune (Absent)] Four voting members in attendance.

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

Guests: Alex Cettie (Otak) [Zoom], David Ulbricht (SDAO Advisory Services) [Zoom]

1. Call to Order: By Nora Gambee at 7:02 PM

2. Roll Call

3. Pledge of Allegiance: Led by Nora Gambee

4. Persons to be Heard. None

5. Unfinished Business. None

6. New Business

A. Preliminary Official Statement for GO Bonds

i. Board members should review the Preliminary Official Statement document and provide comments to DC Scott Kline by 8/28/2025.

ii. Statement was prepared by bond counsel (Orrick team), after multiple revisions. The document includes legal language and terms for the bond process, with significant project details beginning on page 6.

iii. District's Attorney has not reviewed the document; responsibility rests with specialized bond counsel.

iv. Board discussed ice storm reference on page 37 of the document.

B. Resolution 2025-11: Adopting Tax-Exempt Governmental Bonds Tax Compliance and Continuing Disclosure Compliance Guidelines

i. Establish compliance with laws governing bond issuance, including audits, disclosures, and federal reporting requirements.

MOTION MADE: By Terry Niedermeyer to adopt resolution 2025-11: Adopting Tax-Exempt Governmental Bonds Tax Compliance and Continuing Disclosure Compliance Guidelines.
2ND: By John Drake
DISCUSSION: Question on page 8, Dissemination Agent. Chief will initially act as dissemination agent. Future consideration may be given to hiring an external advisor.
VOTE: Motion Passed. 4 Ayes [1 Absent]. Nora Gambée (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Kirk Peterson (Aye). [Cliff Fortune (Absent)]

C. Resolution 2025-12: Adopting a Supplemental Budget for FY 2025-2026 GO Bond Debt Service Fund

- i. Clackamas County needs to have the Supplemental Budget submitted by Thursday, August 28, 2025.
- ii. Debt Service Fund expenses were reduced by \$21,900, lowering tax levy requirements.

MOTION MADE: By Nora Gambée to adopt Resolution 2025-12: Adopting a Supplemental Budget for FY 2025-2026 GO Bond Debt Service Fund.
2ND: By Terry Neidermeyer
DISCUSSION: None
VOTE: Motion Passed. 4 Ayes [1 Absent]. Nora Gambée (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Kirk Peterson (Aye). [Cliff Fortune (Absent)]

D. Resolution 2025-13: Adopting a Supplemental Budget for FY 2025-2026 GO Bond Capital Improvement Fund

- i. Adjustments were made based on the market conditions and issuance costs.
- ii. Clarification provided on interest rates. Interest rates are set when all bonds are sold as a single series.
- iii. Next steps include receiving rating from S&P Global and conducting due diligence with the underwriter. Bond sales are expected within the next few weeks.

MOTION MADE: By Kirk Peterson to adopt Resolution 2025-13: Adopting a Supplemental Budget for FY 2025-2026 GO Bond Capital Improvement Fund

2ND: By John Drake
DISCUSSION: None
VOTE: Motion Passed. 4 Ayes [1 Absent]. Nora Gambie (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Kirk Peterson (Aye). [Cliff Fortune (Absent)]

iv. Bond Questions

- a. Board discussed allocation of bond proceeds.
- b. David Ulbricht provided clarification on bond structuring. Interest will be due semiannually, with principal due annually. Each maturity year functions as an individual bond, like CDs. Market already accounts for anticipated Federal Reserve rate changes.
- c. The bond attorney confirmed the entire bond issue can be tax-exempt, including the \$5 million USFS component.

E. Strategic Plan Review

- i. Community Training: The district has four certified CPR instructors, but training remains limited by scheduling, overtime, and the 6:1 student ratio. The Board discussed adding volunteer instructors, requiring businesses to cover full costs, and charging citizens at least the card fee. With AHA costs rising, the district will review fees to balance access and financial sustainability.
- ii. CERT Program: CERT continues quarterly meetings, supporting first aid, fire scene rehab, and public education, with a focus on neighborhood preparedness and senior fire safety. Integration with the Hoodland Emergency Communication Network, led by Terry Neidermeyer, was recommended. The Board also discussed having the Volunteer Association or CERT manage the Benevolent Fund to keep it separate from tax dollars and aligned with community needs.
- iii. Volunteers: Sixteen applicants are scheduled for volunteer interviews, with many expected to join the recruit academy. Volunteers must meet minimum hours and drills, though participation varies by role.
- iv. SOG Updates: SOG updates are still needed. Suggestion to add to Fire Chief's Goals.

- v. Succession Planning: New Lieutenant's exam is needed for anticipated retirements. Fire Chief succession planning with Division Chief and eventually transition to only two Chiefs.
- vi. Fire Inspections: Company fire inspections have been delayed by the Station Project. The Chief emphasized transferring duties from the Fire Marshal to begin inspections, focusing on basic compliance while leaving complex cases to OSFM. Suggestion to add to Fire Chief's Goals.
- vii. Firewise: Significant progress is being made with Firewise communities and the chipping program, including a new collaboration with Ant Farm.
- viii. Capital Improvements: Capital improvements and apparatus planning are on track, aided by the successful bond passage.
- ix. Finance: Fiscal Management is strong, with the audit in progress and budget reporting well received. A new three-year budget projection is being prepared, with the option to extend further if desired. Suggestion to add to Fire Chief Goals.
- x. Fire Cadet Program: The cadet program is full with about 12 participants and is considered highly successful. While limited by equipment costs and supervision needs, it provides long-term value as many firefighters began as cadets.
- xi. Internal Communication and Building Culture: Board members noted a positive cultural shift in recent months, with higher participation and improved morale. The department successfully staffed multiple rigs during a recent major incident.
- xii. Staffing: Staffing progress continues towards the goal of nine career line firefighters. If the District transitioned to two Chief Officers, there might be the option to hire a 9th line firefighter.

F. Fire Chief Goals Suggestions

- i. Update SOG's
- ii. Lieutenant Exams
- iii. Fire Inspections

iv. Updated three-year budget projection, with potential expansion to five years.

v. The Board will bring feedback on the Fire Chief's Goals to the September 9, 2025 Board Meeting.

7. Board Member Comments. None.

8. Executive Session. None.

9. Other New Business. None.

10. Adjournment

MOTION MADE: By Nora Gambee

2ND: By John Drake

ADJOURNMENT: By Nora Gambee at 8:25 PM

Respectfully Submitted,



Kelli Ewing, Office Administrator

Notes Typed By: Christi Harris, Administrative Assistant