

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**JULY 12, 2022**

**Board Members:** Shirley Dueber, Jacob Rackley (Zoom), Nora Gамbee, Cliff Fortune, and Mary Ellen Fitzgerald. All five voting members in attendance.

**Staff:** Jim Price; Fire Chief, Carol Norgard; Financial Manager, and DC Scott Kline.

**Guests:** None.

1. Call to Order: By Shirley Dueber at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by Cliff Fortune

4. Board Officer Elections

A. President

MOTION MADE: By Mary Ellen Fitzgerald to appoint Cliff Fortune as Board  
President

2ND: By Jacob Rackley

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gамbee (Aye), Jacob  
Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye)  
and Cliff Fortune (Aye)

B. Vice President

MOTION MADE: By Cliff Fortune to appoint Nora Gамbee as Board Vice President

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gамbee (Aye), Jacob  
Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye)  
and Cliff Fortune (Aye).

4. C. Continued

C. Secretary/Treasurer

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MOTION MADE: By Shirley Dueber to appoint Mary Ellen Fitzgerald as Board Secretary/Treasurer

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2ND: By Cliff Fortune

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DISCUSSION: None

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VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gамbee (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).

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5. Persons to be Heard. None

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6. Approval of Minutes

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A. Board Meeting Combined with the 2022-2023 Budget Hearing Minutes on June 14, 2022

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MOTION MADE: By Shirley Dueber to approve the June 14, 2022 Board Meeting Combined with the 2022-2023 Budget Hearing Minutes as submitted.

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2ND: By Nora Gамbee

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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), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Abstain), Shirley Dueber (Aye) and Cliff Fortune (Aye).

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7. Communications

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A. Board Upcoming Reminders

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i. Work Session/Strategic Plan Update Thursday July 28, 2022 at 9 AM. Topics for discussion will be the Strategic Plan, SDAO Assessment, Fire Chief Goals, and C-800 discussion.

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ii. Regular Board Meeting Tuesday August 9, 2022 at 7 PM. Fire Chief Jim Price will be out of town and unable to attend. DC Scott Kline and DC Brian Henrichs will be filling in.

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B. Safety Meeting Minutes June 8, 2022

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8. Reports.

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A. Chief's Report: Fire Chief Jim Price.

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- i. Alarm Breakdown: 87 calls in the month of June. Turn Out Time was 2:04 minutes and the average Dispatch to Arrival was 10:49 minutes.
  - ii. Completed Chief's Interview for the open FF/P position. A conditional offer was made to one of the candidates pending a successful background check and medical physical. Projected start date is August 15, 2022.
  - iii. Surplus Item will be discussed under New Business.
  - iv. Staff Housing – DC Scott Kline will provide an update in his report.
  - v. Continuing to follow COVID-19 protocols. Masks are still required for medical calls. Masks are made available to any member/guest that would like to wear them at any time.
  - vi. Government Camp Firewise Grant – DC Scott Kline will provide an update in his report.
  - vii. Meeting with USFS and stakeholders on June 8, 2022, next steps will probably be discussed in the Fall.
  - viii. Grants – DC Scott Kline will provide an update in his report. Received SCBAs and waiting on the manufacturer before putting them into service.
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B. Staff Report: DC Brian Henrichs. No Report

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C. Staff Report: DC Scott Kline

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- i. New Construction/Plans Review – Planning stages for a new rental shop in Government Camp.
  - ii. Backyard Burning closed as of July 1, 2022.
  - iii. Prevention – CMAC Team will be helping with fuels planning and community outreach in September. Government Camp Firewise Grant in progress, already have 65 people signed up. DC Kline is in the process of conducting surveys in Government Camp and putting together an RFP for chipping services.
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8. C. Continued

iv. Grants – Received a \$35,000 Wildfire Season Staffing Grant from OSFM. Shifts will be filled with Career Staff and Volunteers. RFA/VFA Grant Request Denied that would have assisted in purchasing the Wildland Slip-On for the High Axel Rescue.

v. Manufactured Project – Continuing to work with Blane Skowhede on Clackamas County Pre-Planning Meeting Documents. Blane found a manufactured home company on Oregon Buys so we will not have to go out for bids. 150-day turnaround once the manufactured office is ordered. Plans to remove the Job Shack after the modular project is completed and offices are converted to bedrooms.

vi. Clackamas County Dorman Property – Clackamas County Commissioner Shull is working to get the land deeded to the Hoodland Fire District #74.

vii. The Board would like a copy of the Seismic Report that was previously done on the Main Station.

9. Finance: Financial Manager Carol Norgard

A. Financial Statements were prepared by Financial Manager Carol Norgard, reviewed by Fire Chief Jim Price and Board Secretary/Treasurer Mary Ellen Fitzgerald and emailed to the Board.

B. Bank Account Balance Overview, Year to Date Budget Report, and Check Register Report.

C. Already received \$35,000 from OSFM for the Wildfire Season Staffing Grant.

D. Reserve transfers still need to be completed since the Board approved the abolishing of two of the Reserve Accounts and the creation of a new Reserve Account.

10. Unfinished Business.

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A. VOIP Phone System

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i. POA and Ricoh can both provide Polycom phones. The hardware and set up costs are around \$6,000.

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ii. The board would like to not have a wireless phone.

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MOTION MADE: By Nora Gambée to direct Fire Chief Jim Price to move forward with the contract for POA for the Polycom phone system.

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2ND: By Shirley Dueber

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DISCUSSION: Is wireless handset needed? No, cell phones can be used.

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VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).

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iii. We will continue to keep two landlines. The Fax Line and the 911 Ring Down Line.

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B. First Reading of Policy #527: Vacations

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i. This was tabled by the Board until after the Union Negotiations were completed.

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ii. After comparison with other agencies including the State of Oregon, USFS, etc. The top end (15+ years of service) vacation is about 2 hours higher, but on the low end (<1 year of service and 1-4 years of service) vacation is lower than other agencies. Due to Pay Equity Rules, there could be liability if the only female employees receive less vacation than the other employees.

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MOTION MADE: By Nora Gambée to approve the first reading of Policy #527: Vacations

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2ND: By Jacob Rackley

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DISCUSSION: The Top End Vacation is high in the CBA. Pay Equity is important.

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VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).

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11. New Business

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A. Merina+Co Accountant Consultant

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- i. R. Mike Marr services have been used in the past to provide audit advising/consulting. Mr. Marr is not familiar with QuickBooks and this unfamiliarity has caused some confusion and resulting issues in QuickBooks when trying to make Adjusting Journal Entries.
- ii. Carol and Kelli have spent time doing research to find an accountant consultant that is knowledgeable with QuickBooks and municipal auditing. Merina+Co came highly recommended by SDAO and they work with other local governments as well.
- iii. QuickBooks is a basic accounting program that meets our needs and costs around \$3,000/year. Another program that would be a robust Government accounting program would cost around \$15,000/year.
- iv. The proposal includes some one-time costs and some ongoing costs. The plan is that once we are on the right track after the FY2021-2022 Audit is completed, only the quarterly financial review will be needed.
- v. Costs will come out of the Audit line item, which is already allocated in the Budget.

MOTION MADE: By Mary Ellen Fitzgerald to approve the services proposal for Merina+Co document dated June 22, 2022.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).

B. Resolution #2022-07 Declaring Surplus Property

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- i. Suggestion to surplus and sell the 2012 Ford Fusion SEL AWD 4-Door Sedan on GovDeals.
- ii. The car used to get used a lot, but for the last few years it has rarely been driven and there has been an ongoing rodent problem.

11. B. Continued

MOTION MADE: By Mary Ellen Fitzgerald to approve Resolution #2022-07 Declaring  
Surplus Property: 2012 Ford Fusion SEL AWD 4-Door Sedan

2ND: By Nora Gambia

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambia (Aye), Jacob  
Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye)  
and Cliff Fortune (Aye).

- iii. The vehicle will have to be stripped down to remove decals, lights,  
radios, etc.

C. Station Security Cameras

- i. The quote for the Security Camera System is for all three stations  
and includes a 10 Year Warranty and is a one-time cost. This  
quoted price is locked in until tomorrow, then costs will go up.

- ii. The funds were already allocated in the budget.

- iii. The cameras will be on the exterior and not located in the living  
areas. The intent is to protect Hoodland Fire property, not for  
spying.

- iv. The electronic card system for entry doors is still in process. The  
card system should be able to integrate with the security system.

MOTION MADE: By Nora Gambia to approve the bid from Harbor Tech Mobility for  
the Security Camera System.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambia (Aye), Jacob  
Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye)  
and Cliff Fortune (Aye).

12. Motion to Pay Bills

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed Unanimously: 5 Ayes. Nora Gambia (Aye), Jacob  
Rackley (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye)  
and Cliff Fortune (Aye).

13. Board Member Comments.

A. Jacob Rackley – DC Brian Henrichs is good at hunting for deals, glad that he oversaw the Security Camera System project.

B. Mary Ellen Fitzgerald – Glad the Board agreed and was unanimous on all of the votes, this means the staff work was good. Excited about Government Camp Firewise and the possibility of the Clackamas County Dorman Center property. Lots of work ahead, but all positive.

C. Nora Gambée – Extremely happy to be on the Board even though she was warned against it. Feels privileged to work with everyone and has gained a different perspective.

D. Shirley Dueber – Congratulations to the new Board Officers. This is the best working Board that she has been on.

E. Cliff Fortune – Productive meeting. Appreciates DC Scott Kline and DC Brian Henrich's efforts. Agrees that this is an exceptional Board.

14. Executive Session. None.

15. Other New Business

A. ADP

i. We are moving forward, first payroll will be at the end of August.

16. Adjournment by Cliff Fortune at 8:38 PM.

Respectfully Submitted,

**Carolyn M. Norgard**

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant