

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
APRIL 14, 2026

Board Members: Nora Gambée, John Drake, Kirk Peterson, Cliff Fortune, 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: Gordon Sletmoe [SDAO] (Zoom) and Kenny Frentress [SDAO] (Zoom)

1. Call to Order: By Nora Gambée at 7:03 PM

2. Roll Call

3. Pledge of Allegiance: Led by John Drake

Out of Order

11. New Business

B. Second Reading of changes to Policy 901 Fire Chief Job Description

i. This policy has been updated and incorporates SDAO recommended changes.

MOTION MADE: By John Drake to accept Second Reading of changes to Policy 901 Fire Chief Job Description

2ND: By Cliff Fortune

DISCUSSION: None.

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

C. HR Answers Fire Chief Salary Survey

i. The survey compared Hoodland Fire District to multiple other Oregon fire districts with similar budgets and geographic characteristics.

ii. SDAO recommends establishing a salary range of approximately 15% above and 15% below a defined midpoint, along with a competitive benefits package comparable to the other fire agencies.

iii. It is recommended to advertise the position within a salary range of approximately \$150,000 to \$180,000, allowing flexibility to adjust compensation based on qualifications and experience. Consideration may be given to offering a paramedic incentive.

iv. The job description is designed to allow flexibility in required experience and education.

v. The Fire Chief salary is recommended to be approximately 10% higher than the Division Chief salary.

MOTION MADE: By Terry Niedermeyer to have the salary range in the Fire Chief Job Description to be from \$150,000 - \$180,000.

2ND: By Kirk Peterson

DISCUSSION: None.

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gамbee (Aye), John Drake (Aye), Kirk Peterson (Aye), Cliff Fortune (Aye), and Terry Niedermeyer (Aye).

vi. Board consensus supports offering up to \$500 in travel reimbursement for applicants.

vii. For candidate evaluations, the board prefers an assessment center format rather than interviews alone. SDAO will facilitate but will not grade; external experts will be invited to evaluate candidates.

viii. The final three applicants will be interviewed by the Board. SDAO recommends using seven questions, each consisting of two to three parts.

ix. The recruitment calendar has been adjusted, moving interview meetings and the job offer meeting from August 18 to August 19, 2026, to August 19 to August 20, 2026, pending SDAO availability.

x. SDAO will contact the District staff regarding gathering information about the District and benefits offered and will provide a draft job announcement at the May meeting.

Resumed Order

4. Fire Station Project

A. Station Project Update

- i. The Board of Clackamas County Commissioners have not approved the Purchase and Sale Agreement (PSA) yet. They have been on recess, so it is scheduled to be signed by the end of next week. DC Scott Kline will provide an update after the agreement is signed.
- ii. Still waiting for the rest of the project permits from Clackamas County Building and Planning Department.
- iii. There will be a debris collection event at the Dorman property on May 2 and May 3, 2026. The following week the curtain burner will be on site to burn all the woody debris. This event helps the community and reduces costs for the District by avoiding the cost of having the land clearing debris hauled away.
- iv. Part of the agreement with the construction company is that they get the trees which will reduce the construction price.
- v. Hazmat will need to be brought in for the vault toilet on the Dorman property. Inline is collecting bids.
- vi. Training Grounds at the New Station
 - a. SDAO Advisory Services Consultant David Ulbricht stated that the Bond Funds can only be used for the underground infrastructure, grading, paving, wiring, etc. Adding these additional services will require amendments to the Otak and Inline contracts.
 - b. Bond funds cannot be used for the physical Training Tower structure. Considering options for a modular Training Tower system that could be added to as funds become available.
 - c. Funding options for the new Training Tower include FFFE Reserve, Contingency, or funds from the sale of the current Main Station/property.
 - d. The East Shed will be brought over to the Dorman Property to be used to store training props. The caboose can also be brought over and used for burning material storage.

5. Persons to Be Heard. None

6. Approval of Minutes

A. Board of Directors Meeting Minutes on March 10, 2026

MOTION MADE: By John Drake to approve the Board of Directors Meeting Minutes on March 10, 2026.

2ND: By Cliff Fortune

DISCUSSION: None.

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

B. Board of Directors Special Board Meeting Minutes on March 24, 2026

MOTION MADE: By John Drake to approve the Board of Directors Special Board Meeting Minutes on March 24, 2026.

2ND: By Cliff Fortune

DISCUSSION: None.

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

7. Communications

A. Board Upcoming Reminders

i. Regular Board Meeting – Tuesday, May 12, 2026, ~ 7:00 PM

ii. 1st Budget Meeting – Thursday, May 14, 2026, ~ 7:00 PM

iii. 2nd Budget Meeting – Thursday, May 21, 2026, ~ 7:00 PM

B. Safety Meeting Minutes February 17, 2026

C. Donation from Laetsch Revocable Living Trust

i. Hoodland Fire received a \$40,000 donation from a patient through the Laetsch Revocable Living Trust.

8. Reports

A. Chief's Report: Fire Chief Jim Price

- i. Call volume totaled 77 calls for the month of March and 230 calls year-to-date. Average turnout time was 1:54, with an average time to arrival of 10:07.
 - ii. The April Civil Service meeting was canceled; the next meeting is scheduled for July.
 - iii. Time was spent reviewing the compensation study related to the Fire Chief hiring process.
 - iv. Budget requests have been received from staff.
 - v. The budget will be completed over the next several weeks, with budget meetings scheduled for May.
 - vi. The District is awaiting confirmation regarding the Wildfire Staffing Grant.
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B. Staff Report: DC Brian Henrichs. None.

C. Staff Report: DC Scott Kline

- i. A wildfire chainsaw class certification was completed; certification from the U.S. Forest Service is pending.
 - ii. There was a strong turnout of new recruits over the weekend to staff apparatus.
 - iii. Comments are being provided for a pre-application conference related to construction projects, primarily regarding access and water supply.
 - iv. Working with Firewise communities to get certified.
 - v. Grant applications are in progress.
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9. Finance

A. Financial Memo

- i. The year-to-date budget report has two months remaining in the fiscal year. Personnel Services expenditures are projected at approximately 83% of budget, and Materials and Services are at approximately 77% of budget.
 - ii. A disaster has been declared for the flooding that occurred in December 2025, which may allow for reimbursement of related expenses.
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B. HFD Fire Station Project Costs

- i. The project cost report has been updated.
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10. Unfinished Business

A. Volunteer Relations Update

- i. The District has purchased a burn prop for firefighter training. It is expected to see significant use, and volunteers are enthusiastic about the addition.
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B. Board Liaison Update

- i. Nora Gambee reported that CERT met recently and is pleased with new recruits, with two additional applicants potentially joining.
 - a. DC Kline added that a large disaster drill is scheduled for May, with CERT participating.
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11. New Business

A. Second Reading of changes to Policy 007 Public Meetings

- i. This policy was revised to include language regarding media attendance and conduct during executive sessions.
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MOTION MADE: By Kirk Peterson to approve the second reading of changes to
Policy 007 Public Meetings
2ND: By Terry Niedermeyer
DISCUSSION: None
VOTE: Motion Passed. 4 Ayes. Nora Gambée (Aye), Kirk Peterson (Aye),
Cliff Fortune (Aye), and Terry Niedermeyer (Aye), John Drake
(Absent).

D. Fire Chief Jim Price Contract Extension

- i. The current contract expires June 30, 2026. An extension must be completed prior to May 1, 2026.

MOTION MADE: By Kirk Peterson to extend Chief Price's post-retirement
employment agreement under the agreed upon terms.
2ND: By Terry Niedermeyer
DISCUSSION: None
VOTE: Motion Passed. 4 Ayes. Nora Gambée (Aye), Kirk Peterson (Aye),
Cliff Fortune (Aye), and Terry Niedermeyer (Aye) [John Drake
(Absent)]

E. Sensiba LLP Contract Extension

- i. Staff recommends extending the contract for two additional one
year terms as allowed under the current contract.

MOTION MADE: By Cliff Fortune to extend the Sensiba contract for up to two one-
year terms, with a \$30,000 cap for FY 2027-28.
2ND: By Terry Niedermeyer
DISCUSSION: The matter will be returned to the Board if costs exceed
expectations.
VOTE: Motion Passed. 4 Ayes. Nora Gambée (Aye), Kirk Peterson (Aye),
Cliff Fortune (Aye), and Terry Niedermeyer (Aye) [John Drake
(Absent)]

F. Agenda Suggestions for Next Month's Meeting

- i. Board dinner scheduled for Monday, July 6, 2026.

12. Motion To Pay Bills

MOTION MADE: By Kirk Peterson to Pay the Bills as submitted

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gambia (Aye), Kirk Peterson (Aye),
Cliff Fortune (Aye), and Terry Niedermeyer (Aye) [John Drake
(Absent)]

13. Board Member Comments

A. Nora Gambia – Commented that the groundbreaking event was
successful.

B. Kirk Peterson – Expressed appreciation to Terry Niedermeyer for hosting
the previous Board dinner.

14. Executive Session. None

15. Other New Business. None

16. Adjournment

MOTION MADE: By Nora Gambia

ADJOURNMENT: By Nora Gambia at 9:08 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant