

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**SEPTEMBER 9, 2025**

**Board Members:** Nora Gамbee, John Drake, Kirk Peterson, Cliff Fortune, and Terry Niedermeyer. Five voting members in attendance.

**Staff and Volunteers:** Jim Price; Fire Chief, Brian Henrichs; Division Chief, Scott Kline; Division Chief [Zoom], FF Nick Miller, and Christi Harris; Administrative Assistant

**Guests:** Nancy Padberg, Margaret Downen, Dona Rogers [Zoom], David Ulbricht (SDAO) [Zoom], and Alex Cettie (Otak) [Zoom]

1. Call to Order: By Nora Gамbee at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by Kirk Peterson

4. Person's To Be Heard

A. Margaret Downen – Budget Committee Applicant

- i. Margaret has been a resident since 2020 and has recently retired. She brings extensive experience in the non-profit sector, having served on budget committees for a variety of organizations. Prior to moving here, she was actively involved with the CERT program in Beaverton.

MOTION MADE: By Cliff Fortune to appoint Margaret Downen to the Budget Committee

2ND: By Kirk Peterson

DISCUSSION: None

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

Out of Order

C. Nancy Padberg – Community Groups

- i. Appointed as a board member at the Senior Center, volunteering with the outreach committee and joining the Lion's Club. Is going to connect with CERT about helping seniors in an emergency.

B. Dona Rogers – Community Garden

i. Garden Picnic was rescheduled due to weather. It will now be held indoors at Timberline Rim Lodge on October 12, 2025, from 2:00 PM - 4:00 PM. DC Scott Kline will be speaking at the event.

ii. Expressed disappointment regarding changes to the Fire Station site plan. Questioned why none of the Community Garden concerns were addressed on the site plan where it impacts the Garden. It was clarified that the schematic design is still being finalized, and additional information will need to be compiled before updates can be provided.

5. Fire Station Project

Out of Order

B. Bond Update – David Ulbricht

i. Bonds sales went live for investors and they were very attractive, which created some competition.

ii. Tax rate is 0.03 lower per \$1,000.00 than was estimated pre-election.

iii. \$19.6 Million coming into the project fund which is over \$800,000 greater than estimated, some of this was due to lower interest and lower issuance costs. Overall good news all around!

iv. Anticipated closing date is September 18, 2025.

v. Alex Cettie thanked David Ulbricht, DC Scott Kline, Kelli Ewing, Orrik, and DA Davidson for all their hard work.

C. Budget Update

i. Otak dashboard has updated budget information. Email invites have been sent out to Board Members so they can access it.

ii. Reviewed total project budget for the Hoodland Fire Station Project.

iii. Updated full project budget and cost estimate from Inline will be coming soon.

- iv. Discussed that a training tower is not part of the bond, so money from the bond cannot be used towards that. There are other options that may be available including using monies received from the sale of the current station.

A. Grant Calander Review

- i. Currently there are limited grant opportunities available that fund this type of project.
- ii. Several grants are available to support training and community education, which could potentially be applied toward the construction of a training tower.
- iii. Next steps include identifying which grants to pursue and determining appropriate timelines. The Board will need to decide whether to engage Just Look Left for assistance in the application process. Their expertise could provide valuable support.

Out of Order

8. Reports

C. Staff Report: DC Scott Kline

- i. Bond and Project Updates
  - a. Expressed appreciation to Kelli Ewing for her extensive work in connection with the sale of the bonds.
  - b. Collaborated with Just Look Left on identifying potential grant opportunities and their applications.
  - c. Submitted the Land Use Application to Clackamas County Planning last Friday, in coordination with Mackenzie and Otak. A public hearing is anticipated, during which the Community Garden and CPOs may provide comments. Some changes, such as to the tree planting along the Salmon River Road frontage, may be discussed then.
  - d. Continued progress on schematic design, including review of Mackenzie's drawings and cut sheets for electrical and plumbing.

e. Lt. Evan Jarvis and Engineer Pat McAbery are reviewing design elements to ensure Union involvement.

f. The goal is to complete schematic design by the October 14, 2025 Board Meeting.

ii. Fire Prevention

a. Ongoing work to establish career staff participation in company fire inspections.

b. Fire Prevention Week is upcoming. School education programs will be conducted at Welches Elementary for grades K – 5.

c. The Fire Prevention Open House is scheduled for October, 11, 2025, from 10:00 AM – 3:00 PM

Resumed Order

6. Approval Of Minutes

A. Board of Directors Meeting Minutes on August 12, 2025

MOTION MADE: By John Drake to approve the Minutes of the Board of Directors Meeting on August 12, 2025

2ND: By Kirk Peterson

DISCUSSION: None.

VOTE: Motion Passed. 4 Ayes and 1 Abstain. Nora Gambee (Aye), Terry Niedermeyer (Aye), John Drake (Aye), Cliff Fortune (Abstain), and Kirk Peterson (Aye).

B. Board of Directors Special Meeting Minutes on August 26, 2025

MOTION MADE: By Kirk Peterson to approve the Minutes of the Special Board of Directors Meeting on August 26, 2025.

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed, 4 Ayes and 1 Abstain. Nora Gambee (Aye), Terry Niedermeyer (Aye), John Drake (Aye), Cliff Fortune (Abstain), and Kirk Peterson (Aye).

7. Communications

A. Board Upcoming Reminders

i. Hoodland Fire Annual Picnic – Saturday, September 20, 2025, at 11:00 AM

ii. District Dinner – Monday, October 6, 2025, at 7:00 PM

a. Cliff Fortune and Kirk Peterson will host.

iii. Regular Board Meeting – Tuesday, October 14, 2025, at 7:00 PM

iv. Spook Alley – Friday, October 31, 2025, at 6:30 PM

B. Safety Meeting Minutes July 24, 2025

C. OSHA Consultation Report

i. A voluntary OSHA inspection was completed. These inspections may be requested as often as needed. Since the previous visit in February 2022, significant progress has been made at the station. The number of items identified during this inspection was considerably lower, reflecting the hard work that has been done. Only a short list of minor issues remains to be addressed.

8. Reports

A. Chiefs Report: Fire Chief Jim Price

i. Met with AntFarm to coordinate chipping and other community outreach efforts. Also met with the Government Camp CPO to provide updates. Crews will be in Government Camp on September 12th and will then return a few weeks later to finish, with the goal of completing chipping before adverse weather.

ii. Call Count - 631 calls to date, 93 calls in July, 1:26 average turnout time and 11:43 average time to arrival.

iii. Civil Service meeting is scheduled for October. Work is underway to develop a Lieutenant Test in preparation for establishing a list, as a Lieutenant is expected to retire at the end of the year.

iv. Fire restrictions will be reduced to moderate by ODF at midnight.

B. Staff Report: DC Henrichs

- i. On Friday, August 22, 2025, 109 meals were served to first responders during Hood to Coast. The District responded to 15 calls that day, 11 of which were event related. No mutual aid was required, and six apparatus were fully staffed.
- ii. Nineteen applications were received for the upcoming volunteer academy. While this is an exciting development, it also presents challenges due to limited availability of turnouts and uniforms. SeaWestern's turnout rental program may offer a solution.
- iii. The engine currently being retrofitted in Las Vegas is progressing well. Photos will be shared at the next Board meeting. Completion is anticipated after the New Year.
- iv. PGE has donated repeaters as part of a media initiative highlighting partnerships along the Highway 26 corridor, and DC Brian Henrichs participated in a PGE-coordinated media project discussing these collaborations.

9. Finance

A. Financial Memo

- i. Personnel costs are currently high, which is typical for the end of summer. Overtime expenses are elevated but are expected to decrease as fire season ends. Overall, the District remains on budget.

B. HFD Fire Station Project Costs

- i. Reviewed expenditures to date on the station project, along with potential uses for reimbursed funds.

10. Unfinished Business

A. Volunteer Relations Update

- i. Fire Chief Jim Price will meet with the volunteers tomorrow to discuss the Volunteer Business Association and the management of funds.
- ii. Participation among older volunteers has declined, resulting in limited interest in pursuing association activities.

iii. Fire Chief Jim Price would like to consider whether the Volunteer Association or CERT team should manage the Benevolent Fund.

B. Board Liaison Update

i. A recent CERT meeting had low attendance, with only Feleicia and Deb present. Plans are underway to create a flyer with information to support recruitment efforts. CERT will also speak at the Senior Center to inform residents about what services they can expect from the Fire District during an emergency, as well as what services will not be provided.

C. Fire Chief Goals

i. The evaluation form was reviewed, and questions were addressed. The Board emphasized the need for a transition plan and asked for the Chief's suggestions regarding preparation for his successor.

ii. The Board noted that the CERT packet is outdated and does not reflect current operations. Updating the packet was recommended.

iii. The Chief stated that the SOGs need to be completed. He also expressed the importance of revitalizing the Volunteer organization so that it functions as a cohesive group with a renewed sense of identity.

iv. Discussion on optimal command structuring and personnel development.

11. New Business

A. Second Reading of changes to Policy 510: Relatives Employed by the Fire District

MOTION MADE: By Terry Niedermeyer

2ND: By John Drake

DISCUSSION: None

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

B. Swearing in Clifford Fortune, Board Position #5

C. Agenda Suggestions for Next Month's meeting. None

12. Motion To Pay Bills

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MOTION MADE: By John Drake

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2ND: By Terry Niedermeyer

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DISCUSSION: Kirk Peterson declares a potential conflict due to a reimbursement check.

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

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13. Board Member Comments

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i. Cliff Fortune – Thrilled with the Bond results. Thanks to all involved. Also has questions about SDAO training and if they will be coming in person.

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ii. Terry Niedermeyer – Thanks to DC Brian Henrichs who helped put up repeater up at Skyway.

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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 Gambee at 9:08 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant