

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
MAY 9, 2023

Board Members: Nora Gambee, Cliff Fortune, Shirley Dueber, and Mary Ellen Fitzgerald. [Jacob Rackley (Absent)] Four voting members in attendance.

Staff: Jim Price; Fire Chief, Brian Henrichs; Division Chief, Scott Kline; Division Chief, Kelli Ewing; Office Administrator, and Lt. Evan Jarvis.

Guests: John Drake.

1. Call to Order: By Cliff Fortune at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by John Drake

4. Persons to be Heard. None.

5. Approval of Minutes

A. Joint Meeting of the Hoodland Fire District Board of Directors and the Board of Clackamas County Commissioners Minutes on April 4, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the Joint Meeting of the Hoodland Fire District Board of Directors and the Board of Clackamas County Commissioners Minutes on April 4, 2023 as submitted.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye)
[Jacob Rackley (Absent)]

B. Board of Directors Meeting Minutes on April 11, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the Board of Directors Meeting Minutes on April 11, 2023 as submitted.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye)
[Jacob Rackley (Absent)]

C. Board of Directors Work Session Minutes on April 28, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the Board of Directors Work Session Minutes on April 28, 2023 as submitted.

2ND: By Nora Gambée

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

6. Communications

A. Board Upcoming Reminders

i. 1st Budget Committee Meeting Tuesday May 16, 2023 at 7:00 PM

ii. 2nd Budget Committee Meeting Tuesday May 23, 2023 at 7:00 PM

iii. Board Lunch Friday May 26, 2023 at 12:00 PM

iv. 3rd Budget Committee Meeting Tuesday May 30, 2023 at 7:00 PM

v. Regular Board Meeting Tuesday June 13, 2023 at 7:00 PM

vi. OFDDA Conference November 2-4, 2023 in Seaside

a. Nora Gambée and Cliff Fortune would like to attend.

B. Safety Meeting Minutes April 11, 2023

7. Reports

A. Chief's Report: Fire Chief Jim Price

i. Meetings attended included Board Meetings, Staff Meeting, Fire Defense Board, Hwy 26 Wildfire Partnership – Evacuation Exercise, Rhododendron CPO, Civil Service Meeting, ACLS/PALS, Timberline EMS Conference, etc.

ii. Alarm Breakdown for April 2023: 75 calls for service. Average Turn Out Time - 2:24 minutes and Average Dispatch to Arrival - 10:39 minutes. Call type breakdown: Service Calls are typically Public Assists and Good Intent Calls are usually false alarms. The one Building Fire was a Chicken Coop Fire.

- iii. Civil Service update will be discussed under New Business.
- iv. Staff Housing – Researching options to improve the sleeper quarters. Additional funding is being added to the budget to cover a potential upgrade.
- v. Received no responses from the RFP for Auditing Services. We have requested auditing services from Pauly Rogers for the FY 2022-2023 Audit and are still waiting for an engagement letter. We are also still waiting on Pauly Rogers for the finalized FY 2021-2022 Audit.
- vi. Levy 2023 Timeline will be discussed under New Business.
- vii. COVID-19 – The State of Oregon has lifted masking requirements, but Clackamas County wants EMS to still use masks, so Hoodland Fire responders are still wearing masks on EMS calls.
- viii. Hwy 26 Wildfire Partnership Meeting on May 10, 2023 from 1:00 PM to 3:00 PM. There will be a Mt. Hood 26 Corridor Wildfire Mitigation Fair on Saturday May 13, 2023 from 11:00 AM – 4:00 PM. DC Scott Kline will be representing Hoodland Fire at the event.
- ix. Chipping RFP has gone out and will close on May 12, 2023 at 5:00 PM. Fire Chief Jim Price will review the proposals and award the contract because the total dollar amount should be under the threshold.
- x. Grants will be discussed under DC Scott Kline’s Report.

B. Staff Report: DC Brian Henrichs

- i. Meetings attended included Board Meeting, Safety Meeting, EMS Council: Ambulance Service Agreement Meeting, Forest Service Preplanning Meeting with Hwy 26 Stakeholders, etc.
- ii. Training for members is continued to be offered daily, weekly, and monthly. Some members attended the Timberline EMS Conference. Some members attended the ACLS/PALS training. DC Brian Henrichs attended an S-390 class. New Fast Track Volunteers - working through the onboarding process.
- iii. Apparatus/Maintenance – Nothing new to report.
- iv. Safety Committee Meeting – Nothing new to report.

v. Security Cameras – Installed dual purpose intercom system cameras to replace the Ring Doorbell Cameras at the Main Station and Government Camp Station.

vi. Station Maintenance – In the process of getting quotes to repair the damage to the Government Camp Station Roof, this should be covered under the insurance claim. In the process of getting gutter replacement estimates for the Main Station and Brightwood Station.

C. Staff Report: DC Scott Kline.

i. Dorman Property pre-package update will be discussed under Unfinished Business.

ii. Working with Government Camp Firewise, CPO, and Wildfire Committee. Planning on doing a mailing regarding the Government Camp Firewise grant ending on June 15, 2023. There are additional funds, so everyone will be able to receive full reimbursement.

iii. Received notification that we were awarded the Oregon Fire Service Capacity Program Grant “Mini Safer” towards funding one Firefighting position (we originally applied for three positions). This is a three-year matching grant covering 90% / 75% / 50% of the costs. Expected to receive the funds of \$344,850.00 upfront. Planning to hire a float. We will find out if we need to do a new recruitment or if we can use the active list.

iv. Applying for the OSFM Wildfire Season Staffing grant for \$35,000 to increase staffing during Wildfire Season.

8. Finance: Office Administrator Kelli Ewing

A. End of April 2023 Bank Balances, YTD Budget Report and Check Register Report since the last Board Meeting.

B. Overall Budget is doing well. We have been collecting more taxes and underspending the budget. Getting behind on the audits reduced HFD’s ability to accurately capture the cash on hand. FY 2023-2024 Budget is based on the draft audit’s numbers to better capture the cash on hand.

C. Our goal is to underestimate our Tax Revenue, so we have received more Tax Revenue than what was budgeted for. As advised, the budget is based on a 3% increase with 6% uncollectable. The Misc. Other Taxes and the Previous Years Taxes to be received are always unpredictable.

9. Unfinished Business

A. Clackamas County Dorman Center Property Update

- i. DC Scott Kline spoke with MacKenzie, an Architecture Firm and got some more information regarding the pre-design work estimates.
- ii. The Architectural Firm hired to do the pre-design work should also be the one hired to do the final design work because they wouldn't want to share their designs. The RFP could have phases that are contingent upon funding.
- iii. Seismic Grant – You must be shovel ready when awarded the grant.
- iv. If the process takes longer, we can show Clackamas County Board of Commissioners the steps we are taking.
- v. The RFPs for a Grant Writer and Architecture Design can be written in house by modifying templates from other Fire Departments.
- vi. We could consider hiring a Project Manager, we could reach out to Blane Skowhede and/or SDAO.
- vii. Developing a Citizen Committee would be to provide additional perspective and bring expertise and life experience. The committee will also make the process more inclusive and transparent. Board Members will reach out to community members that will be a good fit. Phase #1 would consist of about four committee meetings.
- viii. The Board would like Fire Chief Jim Price to contact SDAO regarding RFP for Design, RFP for Grant Writers, and Project Managers and bring information back to the Board in June.
- ix. The Board would like DC Scott Kline to provide a draft plan for Clackamas County Board of Commissioners by July.
- x. Schedule a Work Session before the Member/Board Lunch on Friday May 26, 2023 at 9 AM.

B. Volunteer Relations Update

- i. Several new "Fast Track" volunteers are being brought on board.

- ii. Continuing Student Program outreach at local high schools and community colleges. Collecting applications from interested candidates.
- iii. Applying for the Wildfire Staffing grant again. If awarded, we will be able to use some of the funds to pay volunteers to provide increased staffing during Fire Season.
- iv. Awards Banquet – No one is interested in taking on the role of planning and the Volunteer’s Association is not very active at this time. CERT or Support Group members might be interested?

C. Fire Alarm System Update

- i. Planning to update the current system.

D. 2023 Levy Discussion

- i. Draft Timeline and draft documents.
 - a. Draft Resolution – final to be approved by the Board in July 2023 and be submitted to Clackamas County Elections in August 2023.
 - b. Draft Explanatory Statement - final to be submitted to Clackamas County Elections in August 2023.
 - c. Draft SEL 803 Form- final to be submitted to Clackamas County Elections in August 2023.
 - d. Draft SEL 805 Form- final to be submitted to Clackamas County Elections in August 2023.
 - e. September-October 2023 Community outreach, letters to the editor, articles in the Mt. Times, fact sheet distribution, etc.
- ii. Suggestion to have the Levy Draft information reviewed by Local Government Law Group for review.
- iii. May and November elections are always a General Election and do not require a double majority.

MOTION MADE: By Cliff Fortune to instruct Fire Chief Jim Price to submit the Draft Levy information to Local Government Law Group for review.
2ND: By Nora Gambiae
DISCUSSION: Cost estimate for review is around \$3,000.00.
VOTE: Motion Passed: 4 Ayes. Nora Gambiae (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye) [Jacob Rackley (Absent)]

10. New Business

A. First Reading of Policy 535: Paid Leave Oregon (PLO)

- i. Discussion in the Executive Session may lead to changes.
- ii. Typo - change 0.006% to 0.6% or 0.006.
- iii. The first reading will be tabled until the June 2023 Board Meeting.

B. Close FSA and HRA Bank Accounts

- i. The FSA and HRA Bank Accounts were set up because the previous company wanted HFD to hold the funds and carry the liability. The previous company would direct withdrawal the funds when claims were approved. The FSA and HRA Bank Accounts are no longer needed because the new company is holding the funds.
- ii. The FSA and HRA Bank Accounts could be closed, and those funds deposited back into the Main Checking.

MOTION MADE: By Mary Ellen Fitzgerald to close the FSA Flexible Spending Checking Account ending in 3233 and HRA Health Reimbursement Savings Account ending in 1160 and deposit funds into the Main Checking.

2ND: By Nora Gambiae

DISCUSSION: ADP does not handle the FSA/HRA, there are a lot of Government restrictions regarding what is approved and what is not and receipts and EOBs must be submitted before reimbursement.

VOTE: Motion Passed: 4 Ayes. Nora Gambiae (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye) [Jacob Rackley (Absent)]

C. Request for Proposals: To provide neighborhood chipping services

- i. Deadline for proposals submission is May 12, 2023.

ii. The RFP has been advertised and direct mailings were also sent out to several local arborists.

iii. Already received two proposals.

D. Civil Service Changes

i. Sandy Fire District employees will be becoming Clackamas Fire District employees as of July 1, 2023, so they will not be part of the East Clackamas County Civil Service Commission. Attorney John Watts suggested that we could have an “at large” position to replace the Sandy Fire position. The current Sandy Fire position member Phil Moyer is willing to continue in the “at large” position to complete the rest of his term. This would have to be approved by Hoodland Fire District Board and Estacada Fire District Board.

MOTION MADE: By Mary Ellen Fitzgerald to keep Phil Moyer on the East Clackamas County Civil Service Commission in an “at large” position to complete the rest of his term.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes. Nora Gambia (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), and Shirley Dueber (Aye) [Jacob Rackley (Absent)]

E. Landline Phone Availability

i. Phone companies are encouraging customers to go to VOIP and phase out the copper line landlines.

ii. The price of the copper line landline bill is doubling for local customers.

iii. Cell Phones and VOIP don't work very well for emergency communication/notifications during power outages.

iv. Mary Ellen Fitzgerald will draft a letter to be distributed out to other agencies.

11. Motion to Pay Bills

MOTION MADE: By Nora Gambée to pay all bills as submitted.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye) and Shirley Dueber (Aye) [Jacob Rackley (Absent)]

12. Board Member Comments

A. Shirley Dueber – No comments.

B. Mary Ellen Fitzgerald – Enjoying be around the station and the Board Lunches are a great way to see everyone.

C. Nora Gambée – No comments.

D. Cliff Fortune – Will bring a salad for the Board Lunch. Happy that we received notification that we awarded the Oregon Fire Service Capacity Program Grant “Mini Safer.” Feels comfortable being able to continue funding with 1 position versus 3. Glad that we are making small steps towards our goal of getting the Dorman Property and a new station.

13. Executive Session under ORS 192.660 (d) Conferring with persons designated by the Board to handle labor negotiations and ORS 192.660 (e) Conferring with persons designated by the Board to negotiate real property transactions.

RECESS from Regular Session at 9:01 PM

RECONVENE into Executive Session at 9:03 PM

A. Labor Discussions.

ADJOURNMENT from Executive Session at 9:31 PM

RECONVENE into Regular Session at 9:32 PM

14. Other New Business. None.

15. Adjournment by Cliff Fortune at 9:32 PM

Respectfully Submitted,

Kelli Ewing, Office Administrator