

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**DECEMBER 13, 2022**

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

**Staff:** Jim Price; Fire Chief, Scott Kline; Division Chief, Brian Henrichs; Division Chief (Zoom), Kelli Ewing; Administrative Assistant, Lt. Eric Macy, FF Aaron Marshall, and Gary Brandt (Zoom).

**Guests:** John Drake.

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

2. Roll Call

3. Pledge of Allegiance: Led by Fire Chief Jim Price

4. Persons to be Heard. None

5. Swearing In Ceremony

A. Aaron Marshall, Firefighter

i. FF Aaron Marshall was sworn in by Fire Chief Jim Price and pinned by Lt. Eric Macy

6. Approval of Minutes

A. Work Session Minutes November 3, 2022

**MOTION MADE:** By Nora Gambee to approve the November 3, 2022 Work Session Minutes as submitted.

**2ND:** By Jacob Rackley

**DISCUSSION:** Cliff Fortune did not attend this meeting.

**VOTE:** Motion Passed: 3 Ayes, 1 Abstain [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Abstain) and Jacob Rackley (Aye) [Shirley Dueber (Absent)].

6. Continued

B. Board Meeting Minutes November 8, 2022

MOTION MADE: By Mary Ellen Fitzgerald to approve the November 8, 2022 Board Meeting Minutes as submitted.

2ND: By Nora Gambee

DISCUSSION: Cliff Fortune did not attend this meeting.

VOTE: Motion Passed: 3 Ayes 1 Abstain [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Abstain), and Jacob Rackley (Aye) [Shirley Dueber (Absent)].

7. Communications

A. Board Upcoming Reminders

i. Regular Board Meeting Tuesday January 10, 2023 at 7 PM

ii. SDAO Conference February 9-12, 2023 in Sunriver.

a. Nora Gambee, Cliff Fortune, and Mary Ellen Fitzgerald are planning to attend.

B. Safety Committee Meeting Minutes November 16, 2022

C. 2022 Volunteer Fire Assistance Grant Notice of Award

i. Received an Award letter that we will be receiving a \$7,640.00 grant to go towards the cost of the Slip-In Unit for the High Axel vehicle.

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. Meetings attended included Board Meeting, C800, CMAT, etc.

ii. Will be coming to Board in January 2023 regarding making the \$94,000.00 C-800 radio payment with Budgeted Funds.

iii. Alarm Breakdown: 91 calls in the month of November. 1,016 calls so far in 2022. Turn Out Time was 2:37 minutes and the average Dispatch to Arrival was 10:37 minutes.

iv. District Christmas Party last weekend – good attendance.

8. A. Continued

- v. Firefighter Exam only had two people test. Other candidates dropped out at the last minute. Another testing process will need to be completed if we have any openings or receive a staffing grant.
- vi. Company Inspector Class – All three shifts attending the class in Estacada in December 2022.
- vii. COVID-19 – No new updates. Even if things change, not planning on locking the fire district down again, it caused too much harm.
- viii. CMAT – Continuing to meet monthly with the community partners on the 2<sup>nd</sup> Wednesday of the month.
- ix. Grants – SCBA Grant: We have received the product, training is complete, they are in service, and we have received the Federal reimbursement funds.

B. Staff Report: DC Brian Henrichs

- i. Meetings attended included Safety Meeting, Board Meeting, CMAT, NAFT Meeting, etc.
- ii. Lt. Evan Jarvis is the new Training Officer. Lt. Evan Jarvis and DC Brian Henrichs are working to get training files up to date and the DPSST recertification.
- iii. Recent DPSST certifications: FF Nick Castro: NFPA Fire Apparatus Driver/Operator. FF Kiera McPherson: NFPA Fire Apparatus Driver/Operator. DC Brian Henrichs: NFPA Fire Officer II and Strike Team Leader - Engine.
- iv. E351 will be going in for repairs.
- v. OSHA Update – most of the recommendations have been completed.
- vi. CERT Shed will be decommissioned and CERT items will be stored in the station.
- vii. Camera installation almost completed.
- viii. Received a 50/50 grant from SDIS to help pay for two more cameras and door controllers.

8. B. Continued

ix. SCBAs – Declare Surplus under New Business.

C. Staff Report: DC Scott Kline

i. DC Scott Kline will be providing an update regarding the Dorman Center Property under Unfinished Business.

9. Finance: Administrative Assistant Kelli Ewing

A. As of November 30, 2022 we have received 78% of our expected taxes, which is \$2,531,293.32.

B. Continuing to work on the FY 2021-2022 Audit.

C. Will be working with Gretchen McAbery in January 2023 to migrate expenditures from the old QuickBooks file into the New File for budgeting and reporting to the Board.

10. Unfinished Business

A. Update on Clackamas County Dorman Center Property

i. “Intergovernmental Agreement Between Clackamas County and Hoodland Fire District #74 To Relinquish Title in Real Property” document was drafted by DC Scott Kline and Hoodland Fire’s Attorney.

ii. Clackamas County asked for a Proposal to Purchase the Property or a Revisionary Interest. We could do a Lease Option to Buy or a Conveyance with a Revisionary Clause.

iii. This Intergovernmental Agreement is the option for the Conveyance with a Revisionary Clause. This document also includes the requested elements of a “pre-defined time for trigger of Revisionary Clause related to when it is expected that the Fire Department would secure bond approval with acknowledgement that failure to secure a bond would activate the revisionary clause” and a “commitment to retain the Community Garden and the Mount Hood Express Park and Ride.”

Board Suggestion: Continue to try to get more information from Clackamas County of details regarding the Park & Ride, Water Company agreement, additional lots, etc.

10. A. Continued

Board Suggestion: Draft a friendly Cover Letter to go with the Intergovernmental Agreement and submit both to Clackamas County.

iv. DC Scott Kline is still waiting on Clackamas County for Exhibit B, which is the legal descriptions of the property.

v. DC Scott Kline will draft a Cover Letter and email to the Board for review.

vi. DC Scott Kline is working to identify all the property's boundary markers.

B. Volunteer Relations Update

i. Fire Chief Price met with the Career Staff to discuss the environment and what we can do to improve volunteer relations.

ii. Fire Chief Price is researching options for Sensitivity Training/Team Building.

iii. Fire Chief Price is continuing to meet with volunteers and is asking for input and suggestions for improvement. Still trying to get the word out to volunteers that the station is OPEN, and members are WELCOME at any time. Members still feel like they aren't welcome due to previous COVID-19 restrictions/lockdown.

iv. It would be beneficial to create a hierarchy for volunteers for ongoing mentorship.

v. Plans for this item to remain on the agenda to provide updates regarding our progress.

C. Input needed regarding the Draft Policy: Member Recognition

i. This was an SOG but there are cash awards for Length of Service that should have Board approval.

ii. Input is needed from all members regarding changes needed.

iii. Other Government agencies give monetary awards for Firefighter of the Year, etc. so monetary awards are not a legal issue.

11. New Business

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A. Confirm Budget Committee Members

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- i. Karen Rogers – Active [Term Expires 12/31/2023]
  - James Nice – Active [Term Expires 12/31/2024]
  - Kirk Peterson – Active [Term Expires 12/31/2023]
  - Rhiannon Nicholson – Renewing [Term Expires 12/31/2025]
  - Dwight Pallander – [Term Expires 12/31/2022] Chose not to renew
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- ii. Advertising for the Open Budget Committee Position in the Sandy Post, Hoodland Fire Facebook Page, and the Hoodland Fire Website.
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B. Draft Budget Calendar for review

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MOTION MADE: By Mary Ellen Fitzgerald to approve the FY 2023-2024 Budget Calendar.

2ND: By Nora Gамbee

DISCUSSION: None

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

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C. Board Motion to Surplus SCBAs

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MOTION MADE: By Nora Gамbee to Surplus the old Firehawk SCBAs.

2ND: By Jacob Rackley

DISCUSSION: None

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

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12. Motion to Pay Bills

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

2ND: By Jacob Rackley

DISCUSSION: None

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

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13. Board Member Comments

A. Mary Ellen Fitzgerald – Glad that Fire Chief Jim Price is continuing to communicate with the volunteers and is striving to make Hoodland Fire a more welcoming place to be.

B. Jacob Rackley – Working to connect with volunteers that have left and getting them in contact with Fire Chief Price to identify past problems.

C. Nora Gabee – We should plan a celebration for Carol Norgard's upcoming retirement. We should ask her what she would like to do. She is planning on working back part time (about 20 hours per week) to help Kelli through the Budget Process. We need to recognize Carol's 40+ years of service to Hoodland Fire with an award and celebration! Nora Gabee will take point on the celebration. Chief Price will be meeting with Carol to discuss the details of her retirement date and work back hours.

D. Cliff Fortune – Apologies for missing the last few meetings due to work commitments and traveling. Excited about the potential of acquiring the Dorman Center Property. Congratulations to FF Aaron Marshall, welcome to the organization.

14. Executive Session under ORS 192.660 2(i) Evaluation of chief executive officer or other employee, UNLESS the chief executive officer or other employee requests a public session

RECESS: 8:39 PM from Regular Session

RECONVENE: 8:45 PM into Executive Session

A. Discussion regarding Fire Chief Evaluation Goals

ADJOURN: 9:18 PM from Executive Session

RECONVENE: 9:19 PM into Regular Session

15. Other New Business. None

16. Adjournment by Cliff Fortune at 9:20 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant