

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
MARCH 10, 2026

Board Members: Nora Gambee, 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, and Kelli Ewing; Office Administrator

Guests: Gordon Sletmoe [SDAO] and Kenny Frentress [SDAO] (Zoom)

1. Call to Order: By Nora Gambee at 6:59 PM

2. Roll Call

3. Pledge of Allegiance: Led by John Drake

Out of Order

5. Persons To Be Heard. None

11. New Business

B. Review changes to Policy 901 Fire Chief Job description and possible First Reading

i. Change the word Management to Board of Directors.

ii. SDAO will review the wording of probationary period vs at will. They will bring back some new wording at the next meeting.

iii. Discussion on Physical Agility testing. The Board had questions about whether that should be left in the job description. It was decided that they would remove the Physical Agility requirement.

iv. Change the wording from occasionally on call to regularly on call.

v. The First Reading will be postponed until the next Special Board Meeting.

D. HR Answers Fire Chief Salary Survey Proposal

i. Salary Survey is in process and will be discussed at the April 14, 2026 Board Meeting.

C. Updated Fire Chief Recruitment Timeline

- i. Board agrees on October 1, 2026 for the Fire Chief start date.
- ii. Board approval of hiring process and recruitment announcement needs to happen no later than June 9, 2026, for the timeline to work.
- iii. Board Members have a conflict with the August 10, 2026, Stakeholder and Board interview process. Interviews will be scheduled for August 18 and 19, 2026, and timeline will be updated.

Resumed Order

4. Fire Station Project

A. Project Update

B. Clackamas County Purchase Sales Agreement

- i. There has been extensive coordination between Hoodland Fire, Hoodland Fire's legal counsel, Clackamas County staff, and Clackamas County legal counsel. Recently, legal representatives from both parties met to resolve outstanding issues and successfully reached a mutually acceptable agreement.
- ii. Minor language within the agreement still requires clarification with legal counsel: however, the document is otherwise satisfactory.
 - a. Item 13 – Condition of the Property Through Closing. This provision states that the seller shall maintain the property without tree cutting prior to closing. Clarification is needed regarding whether this restriction applies solely to the seller, particularly considering our request for a permit to conduct site clearing. It is anticipated that this language is intended to prevent the seller from clear-cutting the property before the sale is finalized.
 - b. Item 21.10 – Disclosure Regarding Fire Protection District. This clause discloses that the property may not be located within a Fire Protection District that provides structural protection. This appears to be standard boilerplate disclosure language.

MOTION MADE: By John Drake to approve the Purchase Sales Agreement,
contingent upon clarification with legal counsel regarding Item 13,
Condition of the Property through Closing.
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. Permit For Use of Property

- i. This document authorizes Hoodland Fire to begin early site work prior to the final sale and transfer of the property.
- ii. Item 3.1 – Revocable at Will: This provision states that the permit may be revoked at the County’s discretion, including situations where the County does not approve of ongoing activities or is denied access to the property. It is important to note that this permit remains in effect only until the property deed is officially transferred.
- iii. Item 3.2 – Suspension: This clause allows the County to suspend the permit if Hoodland Fire’s activities interfere with the County’s use of the property. Clarification with legal counsel is needed, as construction activities will temporarily displace the Park and Ride. However, the Community Garden is expected to continue operations through an alternative arrangement.

MOTION MADE: By John Drake to approve Permit For Use of Property as submitted.
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).

D. Groundbreaking Ceremony

- i. The ceremony is scheduled for Saturday, April 4, 2026, at 11:00 AM
 - a. The event will be advertised in The Mountain Times, on the District website, and through social media channels.
 - b. It was expressed that the desired participants and equipment for the ceremony include a USFS engine, an HFD engine, an excavator, Meta from USFS, and a County Commissioner.

E. Special Board Meeting

- i. Special Board Meeting scheduled for Tuesday, March 24, 2026, to finalize the Inline Contract.

6. Approval of Minutes

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

MOTION MADE: By Kirk Peterson to approve the Board of Directors Meeting Minutes for February 10, 2026

2ND: By John Drake

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 February 24, 2026

MOTION MADE: By Kirk Peterson to approve the Board of Directors Special Board Meeting Minutes for February 24, 2026

2ND: By Terry Niedermeyer

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. District Dinner – Monday, April 6, 2026, ~ 5:30 PM

- ii. Regular Board Meeting – Tuesday, April 14, 2026, ~ 7:00 PM

B. Safety Meeting Minutes January 20, 2026

8. Reports

A. Chief's Report: Fire Chief Jim Price

- i. 2025 Awards Banquet was a success.

ii. 60 calls in February with 153 so far this year. 1:40 average turnout time and average time of arrival was 10:49.

iii. The Civil Service meeting is April 20, 2026.

iv. Budget is still in progress.

v. Tax Estimate is higher than expected.

vi. Letters of Support written for ODOT and Timberline.

B. Staff Report: DC Brian Henrichs

i. CPR recertification is currently in progress. The Firefighter 2 Academy has recently been completed.

ii. A new dump trailer has been purchased.

iii. Work is ongoing on the CCOM budget.

iv. The Training Company graduated this evening and is now cleared to respond with the crew. Members must complete six months of response time before becoming eligible for Firefighter 1 certification.

C. Staff Report: DC Scott Kline

i. Fire Inspections

a. The second round of inspections is underway, with several reinspections currently being conducted.

ii. Access/Water Supply work is currently ongoing.

iii. The new Fire Code is going into effect on April 1, 2026.

iv. PUCs

a. A contractor is working with Salmon Valley Water to replace hydrants and fire lines in designated areas. Coordination is also underway to try and remove existing hydrant locks.

b. DC Kline expressed interest in attending the PUC meeting to provide input regarding hydrant locks and to ensure proper system flushing.

vi. Burn Permits are currently being issued.

vii. Work continues on the Station Project.

9. Finance

A. Financial Memo

i. Updated financial reports were reviewed.

B. HFD Fire Station Project Costs

i. Project expenses have been updated and are being posted to the website monthly.

10. Unfinished Business

A. Volunteer Relations Update

i. There have been several new CERT members that have joined.

ii. Training Company Graduation was well received.

B. Board Liaison Update. None

11. New Business

A. Review changes to Policy 007 Public Meetings and possible First Reading.

i. A section regarding media representation has been added.

ii. Clarification was added reminding the president to advise attendees that recording or videotaping is not permitted.

MOTION MADE: By John Drake to accept the First Reading of changes to Policy 007 Public Meetings.

2ND: By Cliff Fortune

DISCUSSION: None

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

E. Agenda Suggestions for Next Month's Meeting

i. Extension of Fire Chief's contract to October 1, 2026, with month to month thereafter as necessary until December 31, 2026.

ii. Discussion regarding how an annual COLA increase was not included in Fire Chief Jim Price's contract.

MOTION MADE: By John Drake to approve 4% COLA and back pay from July 2025.

2ND: By Cliff Fortune

DISCUSSION: None

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

12. Motion To Pay Bills

MOTION MADE: By John Drake to Pay the Bills as submitted

2ND: By Cliff Fortune

DISCUSSION: None

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

13. Board Member Comments

A. Terry Niedermeyer – Expressed appreciation for the work DC Scott Kline has completed on the Station Project and the Banquet.

B. Cliff Fortune – Expressed appreciation for DC Scott Kline's efforts on the Station Project and the Banquet. Also expressed appreciation for the valuable legal insight and expertise Kirk Peterson brings to the Board.

14. Executive Session. None

15. Other New Business. None

16. Adjournment

MOTION MADE: By John Drake

ADJOURNMENT: By Nora Gambee at 8:49 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant

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