

**HOODLAND FIRE DISTRICT #74**  
**SPECIAL BOARD MEETING MINUTES**  
**JANUARY 23, 2024**

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

**Staff/Volunteers:** Fire Chief Jim Price, Division Chief Scott Kline, and Kelli Ewing; Office Administrator.

**Guests:** Gerald Murphy and Alexandra Cettie

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

2. Roll Call

3. Pledge of Allegiance: Led by Terry Niedermeyer

4. Persons to be Heard. None.

5. Unfinished Business. None.

6. New Business

A. RFP for Architectural Services

i. The RFP has been put together by Otak and was reviewed by HFD's Attorney John Watts. Mr. Watts' suggested changes were minor and included changing the wording regarding the OARs to Hoodland Fire's Public Contracting Rules.

ii. There will be a pre-proposal and site walk of the existing facility for the proposers to get a better understanding of the needs.

iii. The proposals will be submitted to Otak through Oregon Buys. Otak will score the proposals and submit a recommendation on which firms should move on to the in person interview phase.

iv. The evaluation will include understanding the firms' broad approach of how they would tackle a project of this size with this much complexity. The firms will also be evaluated based on their experience especially with Fire Stations.

v. The selected Architectural Firm will be able to help with permitting

and pre-design.

- vi. Discussion regarding Proposal Ownership wording because there may be a potential conflict with the Clackamas County IGA.
- vii. Discussion regarding Scope of Work: adding possible remodel work of the existing station and removing wording regarding unsuccessful negotiation of the Dorman Property.
- viii. Tomorrow on January 24, 2024 Otak is coming to do a Station Condition Assessment. We will get a report to be able to get a clear picture of what we are dealing with at the Main Station. The report will evaluate the entire building and estimate the lifespan. There will also be lots of pictures taken to have a visual of the conditions. There will also be additional testing recommendations.
- ix. Otak will be working closely with the Architectural Firm to come up with multiple options.
- x. Otak will make some adjustments to the Scope of Work language so that one of the options may include retrofitting/remodeling of the existing station.
- xi. The Board would like to continue to receive updated timelines that have next steps and benchmarks over the next few months. The Board would like to be educated on the project so they can understand the process.
- xii. Most of the communication with Otak is sent to DC Scott Kline and Fire Chief Jim Price. Only the relevant information is passed on to the Board. Once the contract is signed with Otak the Board will also have access to the Project Dashboard website to be able to view up to date information.
- xiii. The Board would like to receive all documents that need review a few days in advance versus the day of the Board Meeting.

**MOTION MADE:** By John Drake to approve the RFP for Architectural Services with the suggested changes to the Scope of Work.

**2ND:** By Terry Niedermeyer

**DISCUSSION:** Amendments can also be made if needed.

**VOTE:** Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Terry Niedermeyer (Aye), and John Drake (Aye)

xiv. Discussion regarding the Architectural Service fees. The actual costs will not be known until a firm is selected and contract negotiations are completed.

B. Personal Services Contract: Construction Project Management Services (Owners Representative)

i. This contract was provided to the Board at the January 9, 2024 Board Meeting and was tabled to give the Board time to review.

ii. This contract has been reviewed by HFD's attorney John Watts and the corrections have been made.

iii. Exhibit B pricing schedule is still needed. Page 2 of Otak's Professional Services Agreement has the Scope and Fee which proposes fees up to \$134,000.00 for Phase 1 pre-bond work through December 31, 2024.

iv. By the end of 2024 there should be a clear direction of what the project will entail, community engagement, be on the same page with Clackamas County, and working on selecting a General Contractor.

v. Discussion on project timelines and benchmarks. The Board will have access to the Project Dashboard website to be able to view the timeline and up to date information.

vi. Before applying for Grants the property ownership needs to be secured and most of the funding secured. There is an option of leverage pledge grants that will match bond funds.

vii. The \$24,000.00 in the Preliminary Agreement for consulting services are included in the \$134,000.00 proposed fees for Phase 1 pre-bond work through December 31, 2024.

MOTION MADE: By Mary Ellen Fitzgerald to approve the Personal Services Contract: Construction Project Management Services (Owners Representative) with Exhibit B being Page 2 of Otak's Professional Services Agreement - Scope and Fee

2ND: By John Drake

DISCUSSION: The \$24,000.00 is included in the \$134,000.00 proposed fees.

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Terry Niedermeyer (Aye), and John Drake (Aye)

viii. Exhibit B will be added to the document, and it will need to be signed by Board President Leanora Gambee and Otak Project Executive David Lintz.

C. Clackamas County Dorman Property Update - Draft Intergovernmental Agreement between Clackamas County and Hoodland Fire District #74.

i. This agreement is not enough and is not what is needed.

ii. The agreement doesn't outline if the property ownership will be transferred after conditions are met. The conditions should be outlined in this agreement.

iii. Clackamas County did not say that this agreement was to be kept confidential.

iv. The property legal descriptions should be in the body of the document not only in the appendixes.

v. The term may be too short.

vi. The word "clean" should be removed because the property is currently not clean with the pit toilet and propane tank that have been left/unmaintained on the property.

vii. The word "user" should be replaced with "Agency." HFD shouldn't be held liable for the public's use/misuse of the property.

viii. Discussion on how HFD will need to contact SDAO regarding Insurance liability costs for the Dorman Property.

ix. Termination of 30 days is short, suggestion to change to 120 days.

x. Otak's team will dig into the terms and figure out a strategy on how to respond to Clackamas County.

xi. Mary Ellen Fitzgerald will compile all the comments and provide that information to Otak.

xii. Suggestion for Otak to do track changes on the IGA even if the majority is struck out.

7. Executive Session. None.

8. Other New Business

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- A. The Union Negotiation Committee should meet before the Feb 2, 2024 meeting. Fire Chief Jim Price, Nora Gambee and Terry Niedermeyer will meet after the District Luncheon around 1:30 PM on Friday January 26, 2024. The District Luncheon will be Mexican - with tacos and salad.
- B. The Board would like to have a Special Board Meeting on Tuesday February 6, 2024 to discuss Otak's edits to the IGA. The Board will need to have a few days to review, so they would like a completed draft by February 2, 2024.
- C. Our community was hit hard by the winter storm. On Saturday January 13, 2024 the crews responded to 28 Alarms including 2 chimney fires. Emergency Resource Center was set at the Lions Club Friday January 19 – Monday January 22, 2024. 58 community volunteers came to help and volunteered a total of 392 hours. HFD CERT was also activated and they had several volunteers who helped. 17+ pallets of bottled water, 300+ food boxes, 50+ cases of MREs, firewood, etc. were handed out. Any leftovers were given to the Church on the Mountain and Neighborhood Missions for community distribution. DC Scott Kline will be meeting with Clackamas County for an After Action Review. Virtual meeting with concerned citizens and disaster management committee helped get the Resource Center up and running. DC Scott Kline is also writing an article for the Mt. Times to thank all the volunteers. There is a lack of preparedness for winter in the community. DC Scott Kline will be working on public education. Working on getting a list of seniors and their addresses who may need to be checked on during a disaster. Issues with calls to the fire department for water shutoffs. Crews were spending a lot of time trying to locate water shutoffs. This should be the Water Company's responsibility.

9. Adjournment by Nora Gambee at 9:21 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator