

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
OCTOBER 8, 2024

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

Staff and Volunteers: Jim Price; Fire Chief, Scott Kline; Division Chief, Brian Henrichs; Division Chief, and Kelli Ewing; Office Administrator

Guests: Alexandra Cettie [Otak] (Zoom), Joe Johanesen (Zoom)

1. Call to Order: By Nora Gамbee at 7:07 PM
2. Roll Call
3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald
4. Persons to be Heard. None
5. Fire Station Project
 - A. Postcards for the Community Outreach Meeting have been updated and will be mailed to voters, digitally distributed, and be in the paper. The board discussed minor changes to the wording and approved the revised postcard.
 - B. Presentations will be made to community groups and Women’s Club will be putting information in their newsletter.
 - C. Fact sheet will be shared at the Open House on October 12, 2024, and at the Community Outreach Meeting on November 7, 2024. Key messaging was reviewed for accuracy and understanding. Otak is working on getting a Spanish version developed. The board discussed if any changes need to be made and accepted the revised fact sheet.
 - D. Key messaging about the project was provided for Board reference.
 - E. Discussion on alternative funding options. Timelines on grants, sources, and maximum grant amounts.

6. Approval of Minutes

A. Board of Directors Meeting on September 10, 2024

MOTION MADE: By John Drake to approve the Board of Directors Meeting
September 10, 2024

2ND: By Cliff Fortune

DISCUSSION: Date on 6.) A., has an incorrect date that needs to be fixed.

VOTE: Motion Passed Unanimously, 5 Ayes, to accept September 10,
2024 Board Meeting Minutes with the date correction. Nora
Gambie (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), Mary
Ellen Fitzgerald (Aye), and John Drake (Aye)

7. Communications

A. Board Upcoming Reminders

i. Fire Prevention Open House Saturday, October, 12, 2024, 10 AM -
3 PM.

ii. District Luncheon on Friday, October 25, 2024, at 12 PM. Mary
Ellen Fitzgerald and Terry Niedermeyer will host.

iii. Work Session Tuesday, October 29, 2024, at 7 PM

iv. Spook Alley Thursday, October 31, 2024

v. Main Station Replacement Project Open House Thursday,
November 7, 2024, 5:30 PM – 7:30 PM

vi. OFDDA Conference November 7 – 9, 2024, in Sunriver, OR. Nora
Gambie and Cliff Fortune will be attending.

vii. Regular Board Meeting Tuesday, November 12, 2024, at 7 PM

B. Safety Meeting Minutes on September 27, 2024

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. Call Count: 64 calls in September with total calls this year being
781. Average Turnout time 1:33 and Average Time to Arrival
10:35.

- ii. Completed Firefighter Entry Level Testing. List has been sent to Civil Service to review. Meeting will be in a week or two, they will certify the list and then it will be posted. Once that is done, at least three applicants will be interviewed for the open position.
- iii. Wildfire Partnership meeting is Wednesday, October 10, 2024. HFD had an RFP out for a chipping service which is now closed. Waiting on partnership for information on if they will be doing another curtain burner event. Once there is more information, Chief Price will speak to the board about it.
- iv. Continuing to work with OSFM to get reimbursed for the Conflagration deployments.
- v. Wildfire Staffing Grant ended October 1, 2024. With the funds HFD hired two temps to work full time which provided additional staffing.

B. Staff Report: DC Brian Henrichs

- i. New Type 3 Engine is currently being worked on in Springfield, it should be done soon.
- ii. Volunteer Academy is starting on October 18, 2024.
- iii. Working on the parking lot. Fixed drainage near the bay door, removed big stump that caused a sink hole and filled in sink hole.

C. Staff Report: DC Scott Kline

- i. Open House on Saturday, October 12, 2024. Still needing volunteers. Will be doing fire engine rides, information, displays, and swag for the kids. May be doing fire extinguisher training, and possibly letting kids spray the hoses.
- ii. Taught fire safety at Welches Elementary to grades K – 5th grade. Fire safety posters were made in the classrooms and those will be displayed at the Open House.

9. Finance

- A. Year-to-Date Budget Report updated as of today.
- B. Transaction Report is current and includes all checks from today.

- C. Draft Audit should be received within a couple weeks. Auditor can attend the November Board Meeting to present to the Board. Auditor will be scheduled to present first, followed by Otak.

10. Unfinished Business

A. Volunteer Relations Update

i. Volunteer Academy

- ii. CERT will be meeting on October, 22, 2024.

11. New Business

A. Second Reading of changes to Policy 007: Public Meetings

MOTION MADE: By Mary Ellen Fitzgerald to adopt the revised Policy 007: Public Meetings.

2ND: By Cliff Fortune

DISCUSSION: Reminder: A motion and a second is needed for meeting adjournment.

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

B. Motion to cancel Riverview Community Bank Purchasing Card Account

- i. The Board previously approved enrollment in the US Bank Purchasing Card program under the NASPO contract. This enrollment is now completely set up so now the Riverview Community Bank Purchasing Card account can now be cancelled.

MOTION MADE: By Mary Ellen Fitzgerald to cancel the Riverview Community Bank Purchasing Card account.

2ND: By Terry Niedermeyer

DISCUSSION: None.

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

C. Financial Memo - Cell Tower Savings Account

i. The Cell Tower Savings was originally set up to collect rental funds from the Cell Tower on HFD Property. The account only collects 0.05% interest on this account at Clackamas County Bank. LGIP interest ranges from 4.5-5.5%.

ii. Recommendation to close Cell Tower Savings Account ending 9375 and transfer funds to LGIP - General Fund Account. Change the future monthly deposits to the Main Checking Account ending in 0969. This would have no budgetary impact since the FY 2024-2025 Budget lists the Cell Tower Savings under the General Fund Resources. Banking logistics would require the funds to be first transferred into the Main Checking 0969 and then transferred into LGIP 5375.

MOTION MADE: By Mary Ellen Fitzgerald to close the Cell Tower Savings account number ending in 9375 with a current balance of \$73,582.59 and deposit the funds into the Clackamas County Bank Main Checking account ending in 0969.

2ND: By John Drake

DISCUSSION: When the account is closed the funds will be deposited into the Clackamas County Bank Main Checking account ending in 0969 and then transferred to LGIP General Fund Account 5375. Future Cell Tower payments will be deposited into the Clackamas County Bank Main Checking.

VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambie (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Mary Ellen Fitzgerald (Aye)

iii. The Emergency Savings was originally set up to be able to have access to funds if LGIP transfers are delayed. This account is no longer needed because a buffer is now maintained in the Main Checking and alerts have been set up in case the account drops below the buffer.

iv. Recommendation to close Emergency Savings Account ending 6876 and transfer funds into the Main Checking Account ending in 0969. This would have no budgetary impact since the FY 2024-2025 Budget lists the Emergency Savings under the General Fund Resources.

MOTION MADE: By Mary Ellen Fitzgerald to close the Emergency Savings account number ending in 6876 with a current balance of \$83,057.07 and deposit the funds into Clackamas County Bank Main Checking account ending in 0969.
2ND: By Terry Niedermeyer
DISCUSSION: None.
VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Mary Ellen Fitzgerald (Aye)

D. Agenda suggestions for next month's meeting

i. OFDDA Conference update

ii. Station Project Updates – Board Members will provide questions to DC Scott Kline and they will be passed onto Otak for answers.

12. Motion to Pay Bills

MOTION MADE: By Terry Niedermeyer to pay all bills as submitted.
2ND: By Cliff Fortune
DISCUSSION: Discussion on what is included on the POA I.T. Services invoice.
VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), John Drake (Aye), and Mary Ellen Fitzgerald (Aye)

13. Board Member Comments

i. Cliff Fortune – Appreciated that Roy from SDAO was able to come in to conduct the Board Assessment. Learned some new information about the lack of Volunteer Officers.

14. Executive Session. None.

15. Other New Business. None.

16. Adjournment

MOTION MADE: By Cliff Fortune to adjourn the meeting.

2ND: By John Drake

ADJOURNMENT: By Nora Gambee at 9:06 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant