

**HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
JULY 9, 2024**

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

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

Guests: Alexandra Cettie (Zoom), David Lintz (Zoom), Adrienne DeDona (Zoom), Jeff Humphreys (Zoom), and Dona Rogers

1. Call to Order: By Nora Gambee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Nora Gambee

Board Officer Elections

A. President

MOTION MADE: By John Drake to appoint Nora Gambee to the position of Board President
2ND: By Cliff Fortune
DISCUSSION: None
VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

B. Vice President

MOTION MADE: By Cliff Fortune to appoint John Drake to the position of Board Vice President
2ND: By Nora Gambee
DISCUSSION: None
VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

C. Secretary/Treasurer

MOTION MADE: By Nora Gambee to appoint Mary Ellen Fitzgerald to the position of Secretary/Treasurer
2ND: By Cliff Fortune
DISCUSSION: None
VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

4. Persons to be Heard.

A. Dona Rogers, Chairperson of Iwak Community Garden.

- i. There is a lot of Scotch Broom on the property which they are eager to address.
- ii. The Garden would like to know the status of ownership. An IGA has been signed between Hoodland Fire District #74 and Clackamas County. Clackamas County still owns the property, HFD will only assume ownership if successful with financing.
- iii. Hoodland Fire is working on a station design and the contractors will work with the Garden on incorporation into the design. The Garden will be contacted to set up a meeting.
- iv. The Garden is interested in a minor expansion: increasing footprint, adding a garden shed and adding a composting toilet; potentially replacing the current vault toilet space with the shed. Currently, the Hoodland Fire District can only conduct due diligence, HFD cannot perform alterations to the property while it remains under Clackamas County's ownership.

5. Fire Station Project

A. Presentation by Otak, Mackenzie Engineering, and JLA

- i. Cost of Facility and Sizing
 - a. To address the Board's concerns over project costs, the project will now be based on a target value. Otak would like to get an agreement from the Board on the total project cost.

- b. Mackenzie Engineering was able to make some adjustments to the original plan to reduce costs. These adjustments including going from two stories to one story, reducing spaces, etc. With the proposed adjustments, the building would be reduced to about 17,000 square feet. These changes would bring the cost down from \$24,000,000.00 to approximately \$18,000,000.00.
- c. Comparing the bond costs of remodeling the existing station and building a new station, taxpayers would see a \$20.00 annual difference. Securing additional funding would decrease the bond amount accordingly.
- d. The first step is to develop what the program is, which entails listing all spaces and their dimensions. Before the design team can proceed with designing, it is essential to determine the size of the building, which correlates directly with its costs. Adjustments can then be considered to further reduce the costs if needed.
- e. Board concerns have arisen regarding the difficulty of making decisions without complete information. DC Kline has been receiving updates and perceives a risk of the Board beginning to micromanage again. He suggests that the design aspects should primarily involve the firefighters rather than the Board. The Board requests a basic design narrative. Current planning is based on the Target Value Design. Design work cannot proceed until an approved Budget is established, so the Board needs to determine a comfortable amount soon. Programming revisions are still underway and were not initially intended to be shared with the Board at this stage.
- f. Board concerns regarding the cost per square foot being higher than some other recent fire station projects. Costs are somewhat higher here due to the extreme local weather conditions. Otak is in the process of finalizing cost estimates. The Board can contact DC Kline with any questions and to gain insights into the project's scope.

g. The Station Conceptual Design by Mackenzie Engineering features eight bays, including four drive-through bays, alongside support rooms. The apparatus bay spans 5,459 square feet, living quarters cover 4,367 square feet, administration areas occupy 2,034 square feet, and community/training rooms encompass 1,812 square feet. The total project cost estimate has now been reduced to approximately \$18.7 million. Further cost reductions could involve scaling back on offices and bedrooms. As the design progresses, it becomes increasingly challenging to reduce costs.

B. General Obligation Bond Planning Schedule

i. JLA Public Engagement Plan

a. Phase One includes community listening session, postcard mailing, press release, social media engagement, open house with site tour, online open house with video, and informational tabling. The Board will come up with a list of people to invite to the Community Listening Session.

b. Phase Two includes bond campaign and education, postcard mailings, press releases, and social media engagement.

c. Phase Three includes post bond approval and pre-construction outreach.

MOTION MADE: By John Drake to accept the proposal for the Target Value of \$18,700,000.00

2ND: By Terry Neidermeyer

DISCUSSION: Making additional reductions will reduce costs

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

C. Otak Amendment 01

i. This was previously reviewed by the Board and approved, it just needs a signature from the Board President.

6. Approval of Minutes

A. Board of Directors Meeting Combined with 2024-2025 Budget Hearing Minutes on June 11, 2024

MOTION MADE: By Cliff Fortune to approve the Board of Directors Meeting Combined with 2024-2025 Budget Hearing Minutes on June 11, 2024

2ND: By John Drake

DISCUSSION: Mary Ellen Fitzgerald did not attend the previous Budget Committee Meeting.

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

B. Special Board Meeting Minutes on June 18, 2024

MOTION MADE: By Mary Ellen Fitzgerald to approve the Special Board Meeting Minutes on June 18, 2024

2ND: By Cliff Fortune

DISCUSSION: Section 5. A. v. was added to address Board Concerns. Going forward, Board requests that they be informed of any changes and provided with updated copies to allow for sufficient time for review.

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

7 Communications

A. Board Upcoming Reminders

i. Special Board Meeting on Tuesday July 23, 2024, at 7:00 PM

ii. District Luncheon on Friday July 26, 2024, at 12:00 PM

a. Nora Gambée will host

iii. Regular Board Meeting Tuesday August 13, 2024, at 7:00 PM

B. Safety Meeting Minutes June 7, 2024

i. John Drake expresses gratitude to DC Henrichs and crew for their excellent work on the back stairs. DC Henrichs completed that project with the assistance of a community service member.

C. Progress Update Photos of New Type 3 Engine

- i. Currently looking at mid-August for delivery.

8. Reports

A. Chiefs Report: Fire Chief Jim Price

- i. Call Count: 84 calls in June with total calls this year being 510. Turnout time 1:59, Time to Arrival 10:58. 1 car fire, no building fires. Very busy with medical calls.
- ii. Civil Service meeting is coming up this month and we will be providing the Annual Salary Survey. Now accepting Applications for Entry Level Firefighter EMT. Hoodland hired two Temporary Firefighters: Vivianna Perez-Wolfe and Nate Seifert. They will be working the 2-2-3 schedule. Severity staffing 1 firefighter per day. Upstaffing was done over the fourth of July and the holiday weekend.
- iii. CBA Contract is available for Board signatures.
- iv. CMAT meeting is July 10, 2024.
- a. Brush Collection Event was June 29, 2024. Mary Ellen Fitzgerald attended the event at Welches Middle School and was informed it was the best received event that the partnership has done thus far. Also learned that Ant Farm drops debris in the Laurel Hill Pit.

B. Staff Report: DC Henrichs

- i. Boxes are finished for the Core Vehicle and the Brush Rig is done. Other Brush Rig conversions should be able to be done at the end of July, or early August.

C. Staff Report: DC Kline

- i. Going live with ESO, the data reporting program, on July 15, 2024. Crews will be doing reports with Image Trend and ESO through the end of the month and then Image Trend will be dropped August 1, 2024.

- ii. Curtain Burner event went well. One hiccup where contractor did not get the fire all the way extinguished, a 911 call was made and the issue was resolved.

9. Finance

- A. Year to Date Budget Report has updated numbers for new budget.
- B. Transaction Report is current and includes all checks from today.
- C. A final YTD Budget Report of the previous fiscal year will be emailed to the Board.

10. Unfinished Business

- A. Volunteer Relations Update. Four students total, three of which are new.

11. New Business

- A. Second Reading of Policy 917 Paid Temporary Firefighter Job Description

MOTION MADE: By Mary Ellen Fitzgerald to approve the Second Reading of Policy 917 Paid Temporary Firefighter Job Description

2ND: By John Drake

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)

- B. First Reading of Policy 916 Paid Firefighter Job Description

- i. Only minor wording changes to include EMT Advanced license.

MOTION MADE: By John Drake to accept First Reading of Policy 916 Paid Firefighter Job Description

2ND: Cliff Fortune

DISCUSSION: Adding the words "or EMT Advanced."

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

C. HRA VEBA Plan Adoption

- i. This was agreed to in the Union Contract. This is the vendor that was recommended by SDAO and WHA.

MOTION MADE: By John Drake to accept the HRA VEBA Plan Adoption and authorize Fire Chief Jim Price to sign.

2ND: By Cliff Fortune

DISCUSSION: None

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

D. HRA VEBA Employer Policy

MOTION MADE: By Mary Ellen Fitzgerald to accept the HRA VEBA Employer Policy and authorize Fire Chief Jim Price to sign.

2ND: By John Drake

DISCUSSION: None

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

E. HRA VEBA MOU

MOTION MADE: By Mary Ellen Fitzgerald to accept the HRA VEBA MOU and authorize Fire Chief Jim Price to sign.

2ND: By Cliff Fortune

DISCUSSION: None

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

F. Community Debris Removal

- i. Chief Price is working on getting grants for CPO's and Co-Ops to take care of chipping. Grant approval should be in September. If the grant is not approved, we will go out for bid with chipping occurring in a static location.

- ii. Curtain Burner with CMAT cost \$2,000.00. Wouldn't need to chip since the Curtain Burner can do large logs. Suggestion to coordinate with Ant Farm to pick up debris with trailers.

12. Motion to Pay Bills

MOTION MADE: By Mary Ellen Fitzgerald to pay all bills as submitted.

2ND: By Nora Gambee

DISCUSSION: Nora Gambee declares a potential conflict of interest due to a reimbursement check.

VOTE: Motion Passed 4 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Absent), John Drake (Aye), and Mary Ellen Fitzgerald (Aye)

13. Board Member Comments:

A. John Drake: MG Car Show on July 17, 2024, 9:00 AM – 12:00 PM in Welches.

B. Cliff Fortune: Meetings need to be more professional. There is a lot of talking over people. When the Board President says stop, people need to stop. Would like a calendar for what needs to happen at each Board meeting.

C. Nora Gambee: Short Term rentals are having fires during no burning. It is concerning that some out-of-town visitors are disregarding restrictions. DC Henrichs recommends that burns are called in because ODF has authority to write citations for illegal burns.

D. Mary Ellen Fitzgerald: The Board is on the same page and Otak and Mackenzie are listening. Project has been reduced by five million dollars.

14. Executive Session: None.

15. Other New Business

A. Fire Chief Contract will be discussed at the Special Board Meeting on July 23, 2024

16. Adjournment by Nora Gambee at 9:55 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant