

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

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

**Staff:** Jim Price; Fire Chief (Zoom), Scott Kline; Division Chief, Brian Henrichs; Division Chief, and Kelli Ewing; Administrative Assistant.

**Guests:** None.

1. Call to Order: By Cliff Fortune at 7:02 PM

2. Roll Call

3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald

4. Persons to be Heard. None

5. Approval of Minutes

A. Board Meeting Minutes August 9, 2022

MOTION MADE: By Nora Gambée to approve the August 9, 2022 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Shirley Dueber (Absent) Jacob Rackley (Absent)]

6. Communications

A. Board Upcoming Reminders

i. Hoodland Fire Awards Picnic Saturday September 24, 2022 at 11 AM at the Lions Club

ii. Regular Board Meeting Tuesday October 11, 2022 at 7 PM

B. Safety Committee Meeting Minutes August 10, 2022

C. 2022 OFDDA Conference November 3-5, 2022 in Hood River

## 7. Reports

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### A. Chief's Report: Fire Chief Jim Price

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- i. Due to vacations, no meetings were attended.
- ii. Alarm Breakdown: 133 calls in the month of August. 734 calls in 2022. Turn Out Time was 2:03 minutes and the average Dispatch to Arrival was 11:39 minutes.
- iii. Suggestion to schedule a Board Work session in October.
- iv. Aaron Marshall our new FF/P has been working days and will be starting shift work soon. SFF Amanda Schmitt is continuing to work as a temporary employee through September.
- v. FF/P Recruitment Application opened in August, but it had to be extended because we did not receive enough qualified applicants.
- vi. Staff Housing – Considering moving the Chief Offices out to the Job Shack. Will be discontinuing the plan for the manufactured home for offices or staff housing due to the continued issues with Clackamas County's building requirements. Will be researching what it will take to move the phones and internet out to the Job Shack.
- vii. PGE Public Safety Power Shutoff: Due to Red Flag conditions and an East Wind Event, PGE shut off the power in the District for a few days. During the Wind Event there was at least one power line that was taken down by the storm. There was a high volume of calls during that weekend, so reducing the risk of wildfire helped to not overwhelm our resources. Volunteer participation was appreciated and needed during this event! There were also several generator related calls during this event.
- viii. Continuing to follow COVID-19 protocols. Masks are still required for medical calls. Masks are made available to any member/guest that would like to wear them at any time.
- ix. USFS – Meeting in the Fall with the CMAC team.
- x. AFG Grant – SCBAs have been delivered and they are now in service. In the process of requesting reimbursement through FEMA.

7. A. Continued

- xi. Wildfire Severity Staffing Grant – Using funds to keep SFF Amanda Schmitt on shift to increase staffing and ease the transition with FF Aaron Marshall. Using funds for Volunteers and Staff to pull extra shifts during the day to increase staffing.

B. Staff Report: DC Brian Henrichs.

- i. Attended several meetings.
- ii. Crews are continuing to work on training with FF Aaron Marshall and getting him certified on all the apparatus.
- iii. DPSST Certifications: FF Dakota Mingus – Wildland Firefighter 2 and FF Brandon Bergeron Wildland Firefighter 2.
- iv. CONFLAGS: Lt. Eric Macy, FF Dakota Mingus, and a Clackamas Fire FF took E354 to the Rum Creek Fire August 27 – September 5, 2022. E354 had mechanical issues and had to be towed back for repairs. The crew was able to get a ride back with other crews. Lt. Eric Macy and a Sandy Fire FF took B353 to the Sturgill Fire September 6-9, 2022. They came back early at the request of the Clackamas Fire Defense Board due to the East Wind Event.
- v. Safety Committee – 2022 Facility Inspections are completed. Most of the fire extinguishers are inspected during weekly rig checks. CERT Shed bid for repairs for labor and materials was over \$4,000. Will be researching the cost of a new shed. Shed also has a mice problem. CERT will remove items once they are directed on where to store them.
- vi. Hood to Coast: Lots of attendance at the BBQ. Lots of volunteer response, the District was well covered.

C. Staff Report: DC Scott Kline

- i. Clackamas County Dorman Property – The Dorman Center Planning Committee recently had their first meeting. DC Scott Kline attended the Clackamas County Business Meeting and spoke with Commissioner Shull after the meeting and he recommended writing a letter to express Hoodland Fire’s interest. The letter was written and was provided to the Board of Commissioners in Executive Session.

7. C. Continued

Board Suggestion: The Board would like to approve any letters before they are sent to Clackamas County.

Board Suggestion: The Dorman Center Planning Committee should bring a report to the Board and the Board should be making the decisions.

ii. Government Camp Firewise Grant – This project is taking up a lot of DC Scott Kline’s time this summer. He is continuing to conduct onsite pre and post assessments in Government Camp and is working with ODF on reimbursement for the residents who have completed the work. Continuing to work with community groups that are wanting to start up new Firewise Communities.

iii. Fire Chief Jim Price directed DC Scott Kline to focus primarily on the Government Camp Firewise Grant and working to acquire the Dorman Center Property. So those two projects have been his priority this summer.

iv. Manufactured Project – Blane Skowhede contacted several manufactured home companies and to fulfill the requirements of Clackamas County the project would be a custom job and the price would increase significantly.

v. Plans Review – 10,000 square foot residential home, a sprinkler system was recommended but cannot be required. Also reviewing plans for the Timberline Summit Ticket Lodge and the Hood Course Acres expansion. After DC Scott Kline approves access/water supply the information is then provided to Clackamas County and the homeowner receives information from the county regarding their approval of their Building permit.

8. Finance: Administrative Assistant Kelli Ewing

A. Financial Statements were prepared by Financial Manager Carol Norgard, reviewed by Fire Chief Jim Price, and Board Secretary/Treasurer Mary Ellen Fitzgerald and emailed to the Board.

B. Bank Account Balance Overview, Year to Date Budget Report, and Check Register Report.

9. Unfinished Business

A. Update on Clackamas County Dorman Center Property

- i. Proposed the acquiring of three parcels of land to the Clackamas County Board of Commissioners.
- ii. DC Scott Kline has attended multiple Clackamas County Board of Commissioner meetings and has had several casual conversations with the Commissioners.
- iii. Dorman Center Planning Committee members are planning to attend the Clackamas County Board of Commissioner meetings to stay engaged.
- iv. Commissioner Shull plans to come to HFD to meet with the Dorman Center Planning Committee.

Board Suggestion: Advertise the Dorman Center Planning Committee meetings, agenda, and minutes. The committee only has two Board Members, so advertising is not required.

- v. If we secure the property, we will consider conducting an RFP for a Grant Writer.
- vi. Topographical Survey needed for the property. We may be able to get the information from the Hoodland Women's Club. Board motion is needed to authorize spending for survey if needed.
- vii. It would be better to hold the deed to the property rather than getting it through a MOU with a cutoff date because there may be future delays to get the funds to build a new fire station.

Board Suggestion: Get a Geo-Tech Evaluation of the property. DC Scott Kline will ask Salmon Valley Water to share Geo-Tech results for when they installed the Water Tank.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Fire Chief Jim Price to spend up to \$5,000 on a Topographical Survey for the Dorman Center Property if needed.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Shirley Dueber (Absent) and Jacob Rackley (Absent)]

9. A. Continued

viii. Clackamas County Lot review on Clackamas County's CMAP website.

ix. The Dorman Center Planning Committee will email the Board the minutes from the last meeting.

B. Update on Mobile Office Project

i. Transitioning into using the Job Shack for Chief's Offices.

ii. An estimate needed for the interior remodel to convert offices into bedrooms.

Board Suggestion: Consider upgrading the back bathroom.

C. Fire Chief Goals

MOTION MADE: By Mary Ellen Fitzgerald to schedule a Work Session near the end of October to discuss Fire Chief Goals and the Strategic Plan.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Shirley Dueber (Absent) and Jacob Rackley (Absent)]

10. New Business

A. FY 2021-2022 Audit Engagement Letter from Pauly, Rogers, and Co., P.C.

i. Plans to stay with Pauly, Rogers, and Co., P.C. for this FY 2021-2022 Audit and then go out for an RFP for Auditors this Winter for FY 2022-2023 Audit.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Fire Chief Jim Price to sign the FY 2021-2022 Audit Engagement Letter from Pauly, Rogers, and Co., P.C. and approve the fees of up to \$12,500.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Shirley Dueber (Absent) and Jacob Rackley (Absent)]

10. Continued

B. Dorman Center Planning Committee Report

- i. Dorman Center Planning Committee meeting minutes will be emailed to the Board.

11. Motion to Pay Bills

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

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), and Cliff Fortune (Aye). [Shirley Dueber (Absent) and Jacob Rackley (Absent)]

12. Board Member Comments

A. Mary Ellen Fitzgerald – No comments.

B. Nora Gambée – No comments.

C. Cliff Fortune – Thank you volunteers, staff, and all who helped during the Public Safety Power Shutoff. Lots of positive comments from the community, especially regarding allowing community members to fill up water containers from the spigot because PGE only had little water bottles available. Thank you to everyone involved with the Dorman Center Planning Committee.

13. Executive Session. None

14. Other New Business

A. Severity Staffing Volunteer Reimbursement

- i. Volunteers are reimbursed per the 2022 Oregon Fire Service Mobilization Plan's Allowable Reimbursement rate for volunteers. \$15.73/hour for Firefighters and \$17.76/hour for Apparatus Operators. This is the same rate that volunteers would get paid for the first 40 hours if they go on a Conflagration. After 40 hours they would receive overtime calculated a time and a half.

14. A. Continued

ii. Oregon Fire Marshal's Office is planning to update the rates in the next plan.

iii. There is an increase liability for the District to pay volunteers at CBA rates.

B. C-800 Update requested by the Board.

C. Board suggests Chief Officers work together to coordinate vacations.

15. Adjournment by Cliff Fortune at 8:56 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant