

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**SEPTEMBER 10, 2024**

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

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

**Guests:** Alexandra Cettie [Otak] (Zoom), Adrienne DeDona [JLA] (Zoom), and Jeff Humphreys [Mackenzie] (Zoom).

1. Call to Order: By Nora Gambee at 7:01 PM

2. Roll Call

3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald

4. Persons to be Heard. None

5. Fire Station Project

A. JLA Presentation

i. Community Listening Session

a. A Community Listening Session was held on August 15, 2024, with community members from the District. Fourteen were invited, seven attended.

b. During the listening session, several questions were raised, including how population growth is being forecasted, what elements are included in the station remodel, and how the lack of a new station will affect insurance rates. A list of these questions along with their answers will be compiled and made available to the public.

c. Two community members indicated strong support and five indicated they were listening and needed more information.

ii. Next Steps – Public Involvement

a. Next steps include establishing a project webpage, social media posts, mailer, newspaper article, and a fact sheet. The fact sheet will be emailed to the board.

- b. Open House will be held on October 24, 2024, 5:30 PM – 7:30 PM at the Main Station. There will be information displays, station tours, a presentation, and community input.

B. Mackenzie Presentation

- i. The program is progressing well, and we are nearing completion of the test fit. The updated facility size is approximately 16,700 square feet. The next step involves developing block diagrams, which will outline the layout of individual rooms and aid in the overall site design. Following the completion of the block diagrams, the team will focus on creating precedent imagery. These three steps will be discussed during the Open House on October 24, 2024.

C. Board Concerns

- i. The Board is still evaluating the option of remodeling the current station to reduce costs. There is a consensus that voters will want to understand the rationale for constructing a new station rather than simply renovating the existing one.
- ii. The Board was reminded that they voted to accept the total project cost which assumed the direction of the new station and what would be presented to the public. If the public is not on board and does not vote for a new station in 2025, then the remodel of the current station would be reexamined. Right now, with current revisions, the cost of new station vs remodel is very close.
- iii. Board Members are having issues with accessing documents on the dashboard and are working with Otak to resolve the technical issues.
- iv. Board requests a fact sheet regarding current station remodel vs. new station build.

6. Approval of Minutes

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A. Board of Directors Meeting on August 13, 2024

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MOTION MADE: By Mary Ellen Fitzgerald to approve the Board of Directors Meeting  
August 13, 2024

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2ND: By Cliff Fortune

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DISCUSSION: None.

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

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7. Communications

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A. Board Upcoming Reminders

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i. HFD Annual Picnic at Wildwood, Saturday September 14, 2024, at  
11 AM. Side dish signups are still needed.

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ii. District Luncheon on Friday September 27, 2024, at 12 PM. John  
Drake will host. Mary Ellen Fitzgerald and Terry Niedermeyer will  
host the October District Luncheon.

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iii. SDAO Board Assessment Tuesday October 8, 2024, at 5 PM

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iv. Regular Board Meeting Tuesday October 8, 2024, at 7 PM

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v. HFD Fire Prevention Open House Saturday October 12, 2024, 10  
AM – 3 PM

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vi. Station Project Open House October 24, 2024, 5:30 PM – 7:30 PM

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

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viii. OFDDA Conference - Nora Gambee and Cliff Fortune will be  
attending.

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B. Safety Meeting Minutes on August 22, 2024

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C. Thank you from Jefferson County Fire & EMS

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D. Thank you from Fire Camp

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E. Thank you card and snacks from a patient's family

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8. Reports

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A. Chief's Report: Fire Chief Jim Price

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- i. Call Count: 103 calls in August with total calls this year being 717. Average Turnout time 1:33 and Average Time to Arrival 10:35.
  - ii. Firefighter EMT Applications are closed. Testing on September 25 and 26, 2024. Intentions on having the new firefighter start in November.
  - iii. CMAT Partnership meeting September 11, 2024, at 1:00 PM.
  - iv. Type 3 is not in service yet but is onsite
  - v. Busy with Conflags, probably will need a supplemental budget due to the added payroll expenses and reimbursements received this year.
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B. Staff Report: DC Brian Henrichs

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- i. Type 3 needs some fixes before putting it in service.
  - ii. Hood to Coast went well, no calls related to the race in our District. Police were busy with the saturation patrol.
  - ii. Members out on Conflag, one team sent to the Shoe Fly Fire and then to Fossil Complex. Another team was sent to Christmas Valley.
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C. Staff Report: DC Scott Kline

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- i. Fire Station Project – Review of space sheet
  - ii. New Construction – Had a pre planning meeting for a lot subdivision which has some access issues so they will need to do their due diligence.
  - iii. ESO Integration – Working to get data from Image Trend and Firehouse.
  - iv. Fire Prevention Open House on October 12, 2024. Reached out to AMR, Life flight, ODF, etc... for displays.
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v. On October 1, 2024, DC Kline will be doing team teaching at Welches School, visiting eight classes from kindergarten through fifth grade to cover fire prevention safety. A fire safety poster contest will also be held, and some of the posters will be displayed at the upcoming Open House.

vi. SDAO Cyber Security Grant to upgrade security and backup. October 15, 2024, is the deadline.

vii. Hydrants – There are no new updates regarding the locks. It was suggested that an article in the Mountain Times could be an effective way to inform community members.

9. Finance

A. Should have an Audit draft by the end of September.

B. Year to Date Budget Report updated as of today.

C. Transaction Report is current and includes all checks from today.

D. Two-month comparison finances report provided at Board request.

E. Board members have been provided with SDAO login information to attend a public meeting class. SDAO encourages all board members to complete this training as part of best practices. Additionally, an update to the public meetings policy is requested.

10. Unfinished Business

A. Volunteer Relations Update

i. Chief Price meeting with Sally and Deb next week.

11. New Business

A. ODF Wildfire Risk Assessment Map discussion

i. Insurance companies cannot use the ODF Wildfire Risk Assessment Map against homeowners. However, they can rely on their own comparison maps, which may be more stringent than the ODF assessment.

B. Appraisal of Main Station Property Site discussion

- i. Considerations were discussed regarding the relinquishment of the current building, including the extent of necessary abatement and the costs associated with repairing the building once it is vacated, should a new building be established. DC Kline will contact Otak to access what steps would be required to sell the building or determine if demolition would be the best option.

C. Grant Writer discussion

- i. There are no grants that can be submitted until a design and cost estimate are completed. Otak has been seeking private funding, and if desired, an RFP could be issued for grant writing. The board discussed which specific grants to commit to applying for and the anticipated funding amounts. Otak is currently researching available grants that align with our cost estimate timeline.
- ii. SDAO has a company they work with for a grant writer, eliminating the need for an RFP.
- iii. It was mentioned that grants for building fire stations are currently stalled in legislation. Although FEMA offers a fire station grant, it has not been approved by Congress for the past eight years.

D. First Reading of changes to Policy 007: Public Meetings

MOTION MADE: By Mary Ellen Fitzgerald to accept the First Reading of changes to Policy 007: Public Meetings.

2ND: By Cliff Fortune

DISCUSSION: Adjournment needs motion and a second. Notice to public of special interest. Interpreters for hearing impaired.

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

E. Participants on Panel for Strategic Plan discussion

- i. At the Special Board Meeting on October 29, 2024 Fire Chief Jim Price will provide the Board with an overview of the process of updating the Strategic Plan, current status, future needs, and community preferences. The Board will also be given options on how to move forward.

ii. Eventually a committee will be formed that will include the Board, command staff, representatives from career staff, representatives from the volunteers, and possibly community members.

F. Agenda suggestions for next month's meeting

i. Board needs information to prepare for Station Project Open House.

12. Motion to Pay Bills

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By Terry Niedermeyer

DISCUSSION: None

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

13. Board Member Comments

A. Terry Niedermeyer – Thank you DC Scott Kline for your work on the Station Needs document.

14. Executive Session. None.

15. Other New Business. None

16. Adjournment by Nora Gambee at 8:52 PM

MOTION MADE: By Nora Gambee

2ND: By Cliff Fortune

Respectfully Submitted,



Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant