

**HOODLAND FIRE DISTRICT #74  
BOARD WORK SESSION MEETING MINUTES  
APRIL 28, 2023**

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

**Staff:** Scott Kline; Division Chief and Kelli Ewing; Office Administrator

**Guests:** None

1. Call to Order: By Cliff Fortune at 9:00 AM
2. Roll Call
3. Pledge of Allegiance: Led by Scott Kline
4. Work Session Topics
  - A. Clackamas County Dorman Center Property
    - i. Brainstorming: Developing an Order of Process for moving forward with a plan to build a new station.
      - a. Funding: Grants, Donations, Bond, Savings
      - b. Pre-Design package
      - c. Personnel to manage
      - d. Grant Writer: Timing, finding someone with the right skill set, scope of work
      - e. Community involvement
      - f. Engage staff and volunteers
      - g. Design needs with long term goals – 50 years
      - h. Grantee List
      - i. Engage State and Federal elected officials
      - j. Bond Strategy

- k. Communicate with Board of Clackamas County Commissioners
- l. Timeline
- m. Feasibility
- n. Design/Contract
- o. Will need to discuss options for Old Main Station: The items to consider are the three different zones, cell tower, title work, etc.
- p. Dorman Property Title work for acquiring land
- q. Citizen Committee: Need Members with backgrounds in Construction, Public Involvement, Realtor, County Understanding, Government Camp residents, Hispanic Community, HFD Volunteer, etc. Need a diverse group with a variety of skill sets.
- r. Improve public/community relations
- s. Pre-Bond budget development: Pre-design contract around \$8,000.00 and Grant Writer around \$10,000.00
- t. Messaging regarding Levy and Bond: They would be a couple years apart.
- u. Messaging needed at each phase, might need to hire a consultant.
- v. Lessons Learned from other rural Fire Agencies: Meet with other rural fire agencies that have experience with building a new station. Aurora Fire was able to fund their new station without Bonds.
- ii. Lessons Learned from Oregon Trail School District Bond
  - a. Bond passed in 2008 during the recession for around 110 million dollars.
  - b. The formed a PAC to accomplish things that the School District could not.

c. They had a lot of engagement with the community and had the support of the Parents.

d. They hired a public engagement consultant.

e. One mistake they made is they did not strategically reach out to address the "NO" votes.

iii. Grant Writer Discussion

a. Define the scope of work: Experience with research/writing grants for a public building and follow up.

b. Develop and go out for an RFP: We can get examples from SDAO and other Fire Departments.

c. Payment options include contingent where they would receive a percentage or they would be paid by the hour.

iv. Design Needs Discussion

a. Community Garden

b. Park and Ride (12 spaces)

c. Six Bays (drive through)

d. Admin Offices

e. Crew Quarters

f. Training/Community Room secured off from the rest of the facility.

g. Secured Parking Area

v. Before Acquiring the Dorman Property

a. Suggestion to do a fuels reduction project/exercise. Get the Community Garden Members, Volunteers, CCFD #1 Crew 30, Ant Farm, etc. involved in cleaning up the property before Fire Season starts.

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b. Explore the possibility of a MOU versus Lease options with Clackamas County Board of Commissioners. A lease would create a huge liability for HFD.

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vi. Timeline – PHASE 1

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- May 2023 – Include costs for Phase 1 in the FY 2023 – 2024 Budget [STAFF]
- May 2023 – Put together a Citizen Committee [BOARD]
- May 2023 – Preliminary Design: What is needed [STAFF]
- June 2023 – Grant Writer RFP [STAFF]
- June 2023 – Develop a plan for how to manage the Dorman Property [BOARD & STAFF]
- June 2023 – Engage with State and Federal Representatives and Senators [BOARD]
- June/July 2023 - Pre-Design Package [STAFF]
- August 2023 – Develop a total budget of costs – all-inclusive [BOARD & STAFF]
- August 2023 – Outline a funding plan [BOARD & STAFF]
- September 2023 – Present to Board of Clackamas County Commissioners. MOU vs Lease Discussion [BOARD]

5. Additional Topics. None.

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6. Adjournment by Cliff Fortune at 11:47 AM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator