

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**AUGUST 9, 2022**

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

**Staff:** Brian Henrichs; Division Chief, Kelli Ewing; Administrative Assistant.

**Guests:** None.

1. Call to Order: By Cliff Fortune at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by Kelli Ewing

4. Persons to be Heard. None

5. Approval of Minutes

A. Board Meeting Minutes July 12, 2022

MOTION MADE: By Nora Gамbee to approve the July 12, 2022 Board Meeting Minutes as submitted.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Jacob Rackley (Absent)]

B. Board Work Session Meeting Minutes July 28, 2022

MOTION MADE: By Mary Ellen Fitzgerald to approve the July 28, 2022 Work Session Meeting Minutes as submitted.

2ND: By Nora Gамbee

DISCUSSION: Shirley Dueber did not attend this meeting

VOTE: Motion Passed: 3 Ayes and 1 Abstain [1 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Abstain) and Cliff Fortune (Aye). [Jacob Rackley (Absent)]

6. Communications

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A. Board Upcoming Reminders

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- i. Chief's Vacation August 8-16, August 22-26, and September 2-7.
  - ii. Regular Board Meeting Tuesday September 13, 2022 at 7 PM.
  - iii. Awards Picnic Saturday September 24, 2022.
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B. Safety Meeting Minutes July 13, 2022

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7. Reports.

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A. Chief's Report:

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- i. Alarm Breakdown: 94 calls in the month of June. Turn Out Time was 1:29 minutes and the average Dispatch to Arrival was 9:21 minutes.
  - ii. Aaron Marshall has accepted the full time FF/P position. His first day will be Monday August 22, 2022.
  - iii. FF/P Recruitment Application opened on August 8 and will run through August 31. Testing will be completed to establish a Civil Service hiring list.
  - iv. Staff Housing – DC Scott Kline will provide an update in his report.
  - v. 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.
  - vi. Government Camp Firewise Grant – DC Scott Kline continuing to conduct assessments.
  - vii. Grants – Received SCBAs and are conducting training with the staff and volunteers before putting them into service. Received \$35,000 from OSFM for Wildfire Season Staffing. Shifts are being filled from 1200-2000 in August and September.
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7. Continued

B. Staff Report: DC Brian Henrichs.

- i. Received a Snow Blower Donation from Cedar Glen 2 HOA. We will be sending a thank you card.
- ii. Meetings attended included Fire Defense Board, Fire Com Users, C-Com Board, C800, NAFT, etc. Attended the Bull Run Watershed Joint Training that provided valuable information.
- iii. Working to get Bendix King VHF Radios in the apparatus to have a back up if the 800 system goes down. We have been purchasing used ones off E-Bay.
- iv. Joint Trainings with Estacada Fire District.
- v. New Certifications for members: Dawson Kooch – Wildland Firefighter 2 and NFPA Instructor 1, Pat McAbery – Mobile Water Supply, Brandon Bergeron – Driver, Matt Nicholson – NFPA Instructor 1.
- vi. SQ351 is now back in service. BR352 is still being repaired.
- vii. OSHA Update: Self Contained Eye Wash is now in place and the old one will be removed. Cord Reels have been installed so the tripping hazard has been removed.
- viii. Safety Committee – Planning on getting the materials and a work party together to repair the CERT Shed. Safety Inspections will be conducted by the Safety Committee. Continuing to work on OSHA recommendations.

C. Staff Report: DC Scott Kline

- i. New Construction/Plans Review – 10,000 sq ft single family home and Timberline/Summit Ski Ticket & Rental Building.
- ii. Prevention – Continuing to conduct assessments in Government Camp for the Firewise Grant. Attending meetings with community groups that are wanting to start up new Firewise Communities.
- iii. Grants – SAFER Grant for Recruitment/Retention Employee and AFG Grant for Water Tender are still on hold. Will be applying for the OSFM Grants for a Type 3 Engine and a Water Tender.

7. C. Continued

iv. Manufactured Project – Blane Skowhede contacted manufactured home companies and they said that the requirements of Clackamas County would make it a special-order project.

v. Clackamas County Dorman Property – Clackamas County Commissioner Shull is working to get the land deeded to the Hoodland Fire District #74. Will be organizing a 5-person committee to meet with Clackamas County which will include (2 Board Members, 2 Women’s Club Members, and DC Scott Kline).

Board Concern: This should be a fact-finding committee and final decisions should come to the Fire District. Board Members will contact DC Scott Kline regarding their questions.

8. Finance: Administrative Assistant Kelli Ewing

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

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

C. FY 2020-2021 Audit is completed.

9. Unfinished Business

A. Second Reading of Policy #527: Vacations

MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of Policy #527: Vacations

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Jacob Rackley (Absent)]

10. New Business

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A. Volunteer Morale

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i. Mary Ellen Fitzgerald and Nora Gambiae will reach out to minimally active and recently resigned volunteers and ask them questions.

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ii. Questions to ask minimally active volunteers/resigned volunteers:

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a. How is your experience as a Hoodland Fire Volunteer? / How was your experience as a Hoodland Fire Volunteer?

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b. Why are you currently not very active? / Why did you resign?

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c. Is there anything Hoodland Fire can do to improve your volunteer experience? / Is there anything Hoodland Fire can do to improve the Volunteer experience?

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d. If changes were made, would you become more active? / If changes were made, would you return as a volunteer?

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B. Government Camp Staffing

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i. Two are moving out and one is staying.

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ii. Asking current volunteers if they want to become Residents.

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iii. In the process of developing a Student Program.

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11. Motion to Pay Bills

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MOTION MADE: By Shirley Dueber to pay all bills as submitted.

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2ND: By Nora Gambiae

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DISCUSSION: None

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VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambiae (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye).  
[Jacob Rackley (Absent)]

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12. Board Member Comments

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A. Mary Ellen Fitzgerald – Wildfire Season, may get deployed on fires.  
Suggestion for Division Chiefs to delegate tasks to the Firefighters.

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B. Shirley Dueber – We need to stay motivated when working with  
Clackamas County to get the Dorman Center property.

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C. Nora Gambee – Thank you DC Brian Henrichs for helping neighbor in  
need.

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D. Cliff Fortune – Thank you DC Brian Henrichs for taking charge of the  
Board Meeting in Chief Price's absence. Thank you, Kelli Ewing, for filling  
in for Carol Norgard. Wants to see a more sense of urgency and deadlines  
for the Clackamas County Dorman Center property and the Manufactured  
Home Project.

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13. Executive Session. None

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14. Other New Business. None

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15. Adjournment by Cliff Fortune at 8:19 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant