

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**AUGUST 13, 2024**

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

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

**Guests:** Alexandra Cettie (Zoom) and Cathy Bowman (Zoom)

1. Call to Order: By Nora Gambée at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by John Drake
4. Persons to be Heard. None
5. Fire Station Project
  - A. Mackenzie Engineering Architectural Services Presentation
    - i. Tentative Schedule for upcoming months.
      - a. August 2024 - Listening Session scheduled for Thursday, August 15, 2024 will be led by JLA. A diverse group of Community members were invited.
      - b. September 2024 - Listening Session Debrief. The results of the listening session will be shared with the Board of Directors.
      - c. October 2024 - Floor plans and public engagement/Open House.
      - d. November 2024 – Second Public Engagement.
      - e. December 2024 Final Cost Estimate and Public Engagement Debrief
    - ii. Facility Assessment Completed: Current Station is at the end of its useful life.
    - iii. Programming Exercise Completed: Planning for the next 50 years.

iv. Dorman Site Evaluation in Progress

v. Floor Plan: Looking at circulation, response time, and transition zones to prevent contaminants from entering living quarters.

vi. Community Outreach

a. Community's thoughts and opinions about the design of the outside of the station.

b. Online social media, web pages, and surveys.

vii. Character Development

a. Looking at different roof lines, landscaping, materials.

b. Design refinement

viii. Cost Forecast and Facility Comparisons

B. Funding Update From Otak

i. Alternative Funding: Federal and State have a limited number of grants available at the level originally anticipated.

ii. Researching Private Sources: SDAO provided a list of possible sources.

iii. Grant Applications: Not able to apply until the end of conceptual design. Late November/December 2024. Grants.gov is a resource with grant opportunities that are available.

6. Approval of Minutes

A. Board of Directors Meeting July 9, 2024

MOTION MADE: By Cliff Fortune to approve the Board of Directors Meeting July 9, 2024

2ND: By John Drake

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. Special Board Meeting Minutes on July 23, 2024

MOTION MADE: By John Drake to approve the Special Board Meeting  
Minutes on July 23, 2024

2ND: By Terry Niedermeyer

DISCUSSION: Cliff Fortune and Mary Ellen Fitzgerald did not attend this meeting.

VOTE: Motion Passed 3 Ayes. Nora Gамbee (Aye), Cliff Fortune  
(Abstain), Terry Niedermeyer (Aye), John Drake (Aye), and Mary  
Ellen Fitzgerald (Abstain)

7. Communications

A. Board Upcoming Reminders

i. Hood to Coast Race & BBQ Friday August 23, 2024 at 12 PM

ii. Cancel District Luncheon on Friday August 30, 2024 at 12 PM and  
incorporate it into the Hood to Coast BBQ.

iii. Regular Board Meeting Tuesday September 10, 2024 at 7 PM

iv. HFD Annual Picnic at Wildwood Saturday September 14, 2024 at  
11 AM

v. Reschedule SDAO Board Assessment to be directly before the  
September or October Board meeting if they are available.

vi. OFDDA Conference - Nora Gамbee and Cliff Fortune will be  
attending.

vii. District Luncheon September 27, 2024. John Drake will host.

B. Safety Meeting Minutes July 26, 2024

i. Next Safety Meeting is on August 22, 2024, 10:30 AM at the  
Government Camp Station.

C. Thank you card from a patient

D. Thank you card from a patient

8. Reports

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A. Chief's Report: Fire Chief Jim Price

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- i. Call Count: 104 calls in July with total calls this year being 614. Turnout time 1:36, Time to Arrival 9:30. 1 building fire at Camp Arrah Wanna, 1 brush fire, 1 truck/trailer fire, 50 EMS calls, 6 MVAs, and the rest are service calls and good intent calls.
  - ii. Eighteen applications received for the Firefighter EMT position. One unfortunately passed, two rejected due to not meeting qualifications. Will be hiring one and creating a list.
  - iii. Hwy 26 Partnership meeting August 14, 2024, at 1:00 PM
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B. Staff Report: DC Brian Henrichs

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- i. Spent 14-days on Conflag to Larch Creek Fire & Lone Rock Fire.
  - ii. Another Crew was sent on Conflag for a week.
  - iii. New Type 3 Engine is complete. Brian Henrichs and Pat McAbery are flying to Boise, Idaho to pick it up.
  - iv. Security Issue: Unknown person cut the lock on fuel tank and tried to siphon fuel. Fuel cans (slash) were also stolen. Added high security padlocks, trimmed trees, and will be adding another camera.
  - v. Students are continuing to work on task books.
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C. Staff Report: DC Scott Kline

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- i. Fire Station Project – ongoing weekly meetings.
  - ii. Hood Course Acres expansion review.
  - iii. Driveway Reviews.
  - iv. Code Review with Oregon Fire Code.
  - v. Transitioned to ESO. Cancelled Image Trend as of August 1, 2024. Transferring Data to ESO.
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- vi. Timberline Rim assessment completed and turned over to ODF to reestablish as a Firewise community.
- vii. Starting Brightwood Estates assessment to make them a Firewise community.
- viii. Open House scheduled for October 12, 2024.
- ix. Cyber Security Grant. Applying to update cyber security.
- x. Hydrant locks issue: Salmon Valley Water added their own hydrant locks which are not the ones recommended by HFD. This caused issues during the Camp Arrah Wanna Fire. Letter went to Salmon Valley Water and Northwest Natural Water letting them know that their locks are causing unnecessary delays. Can't give violations for fire code because they are private and own the rights to the water and all equipment. Working with OSFM and Salmon Valley Water.

## 9. Finance

- A. Starting to provide information to our Auditor. Board may be receiving emails from confirmation.com
- B. Year to Date Budget Report has updated numbers for the new budget.
- C. Transaction Report is current and includes all checks from today.
- D. Board would like to receive a comparison finances report of the previous two months.
- E. Received approval for the .gov. Website is updated so it is now [www.hoodlandfire.gov](http://www.hoodlandfire.gov). Email addresses will also be updated in the next few months.
- F. Public Meeting Training is now required by law and the public meeting policy will need to be updated to reflect the changes in the law. The training is available through SDAO and the training and the policy update are part of the Best Practices Credit this year.
- G. Submitting reimbursement through OSFM for four Conflags vs. two because both teams got redirected to a second fire. Funds have already been received from the first Conflag.

10. Unfinished Business

A. Volunteer Relations Update

- i. Four students living up at Government Camp.
- ii. All four students attended the Government Camp CPO meeting.
- iii. Volunteers going out on Conflag.
- iv. Volunteers working Wildfire Staffing shifts.

11. New Business

A. Second Reading of Policy 916 Paid Firefighter Job Description

MOTION MADE: By Mary Ellen Fitzgerald to approve the Second Reading of Policy 916 Paid Firefighter Job Description

2ND: By Terry Niedermeyer

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. Fire Chief Contract

- i. Board had a consensus during the executive session on July 23, 2024.
- ii. Board wanted some minor changes regarding health insurance.

MOTION MADE: By Nora Gambée to accept Fire Chief James Price’s Contract with changes to 7) A. removing the health insurance amount and changing it to current rate. Contract changes effective July 1, 2024.

2ND: John Drake

DISCUSSION: Chief Price Approves, 2-year contract with optional 6 months. Mary Ellen Fitzgerald Abstain.

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

- iii. Fire Chief James Price’s evaluation will be conducted in Executive Session.

C. Strategic Plan Review

- i. Chief Price recommends having a Work Session in October and one in November/December. Would like to invite some HFD stakeholders to participate. Current Strategic Plan is four years old and was done by the Interim Chief. Three out of the five Board Members were not on the Board at the time of the last Strategic Plan, so it is time for a new one.
- ii. Suggestion to do a two-year Strategic Plan and a five-year Strategic Plan. Fire Chief's goals can be to meet two-year and to make progress towards the five-year goals.
- iii. The Board would like to meet just with the Fire Chief to understand the process and then schedule another Work Session in November/December and invite other HFD members to participate.
- iv. Work Session scheduled for October 29, 2024, at 7:00 PM

D. Need Answer for public's question "What happens to current Main Station/Property"

- i. Ask Otak for suggestions/options.
- ii. Need to understand steps for selling.
- iii. Get Appraisal – how much?
- iv. Add to September Agenda for discussion.

12. Motion to Pay Bills

MOTION MADE: By John Drake to pay all bills as submitted.  
2ND: By Cliff Fortune  
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)

13. Board Member Comments. None

14. Executive Session under ORS 192.660 2(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request and open meeting.

RECESS from Regular Session at 8:44 PM

RECONVENE into Executive Session at 8:50 PM

A. Fire Chief James Price's Evaluation

ADJOURNMENT of Executive Session at 9:02 PM

RECONVENE into Regular Session at 9:02 PM

15. Other New Business. None

16. Adjournment by Nora Gambee at 9:03 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant