

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**SEPTEMBER 12, 2023**

**Board Members:** Nora Gambee, Mary Ellen Fitzgerald, Cliff Fortune, and John Drake.  
[Jacob Rackley (Absent)] Four voting members in attendance.

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

**Guests:** None

1. Call to Order: By Nora Gambee at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by John Drake

4. Persons to be Heard. None.

5. Approval of Minutes

A. Board of Directors Meeting Combined with the 2023-2024 Budget Hearing  
Minutes on June 13, 2023

**MOTION MADE:** By Mary Ellen Fitzgerald to approve the Board of Directors Meeting  
Combined with the 2023-2024 Budget Hearing Minutes on June 13,  
2023

**2ND:** By Cliff Fortune

**DISCUSSION:** John Drake was not a Board Member in June and did not attend  
this meeting.

**VOTE:** Motion Passed: 3 Ayes and 1 Abstain [1 Absent]. Nora Gambee  
(Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John  
Drake (Abstain) [Jacob Rackley (Absent)]

B. Board of Directors Meeting Minutes on July 11, 2023

**MOTION MADE:** By Cliff Fortune to approve the Board of Directors Meeting Minutes  
on July 11, 2023

**2ND:** By John Drake

**DISCUSSION:** None

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

C. Special Board of Directors Meeting Minutes on July 28, 2023

MOTION MADE: By John Drake to approve the Special Board of Directors Meeting Minutes on July 28, 2023

2ND: By Cliff Fortune

DISCUSSION: None

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

D. Board of Directors Meeting Minutes on August 8, 2023

MOTION MADE: By John Drake to approve the Board of Directors Meeting Minutes on August 8, 2023

2ND: By Mary Ellen Fitzgerald

DISCUSSION: Cliff Fortune did not attend this meeting.

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

E. Special Board of Directors Meeting Minutes on August 29, 2023

MOTION MADE: By Cliff Fortune to approve the Special Board of Directors Meeting Minutes on August 29, 2023

2ND: By John Drake

DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting.

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

6. Communications

A. Board Upcoming Reminders

i. Hoodland Fire Picnic at Wildwood Park on Saturday September 23, 2023 starting at 11 AM. Everyone brings a side dish.

ii. All-Member Lunch on Friday September 29, 2023. Leftover Burgers and Hot Dogs from the Picnic. Board members will bring side dishes.

iii. Hoodland Fire Open House on Saturday October 7, 2023

iv. Regular Board Meeting Tuesday October 10, 2023 at 7:00 PM

B. Safety Meeting Minutes on August 23, 2023

C. A thank you note and a donation was received.

i. Fire Chief Jim Price will write a Policy regarding the Benevolent Fund and how it can be used.

7. Reports

A. Chief's Report: Fire Chief Jim Price

i. 122 Alarms in August 2023 and 758 YTD. Average Turnout Time 1:49 and the Average Time to Arrival is 10:07. Call Type Breakdown.

ii. Civil Service – Next meeting will be in October 2023.

iii. C-800 Update – Will be discussed under new business.

iv. Emails from the Auditor Pauly, Roger, Co. P.C. to the Board is for double checking information.

v. Staff Housing – This will be addressed again in the Fall 2023, we previously researched options for replacement units, but the cost increase was more than expected.

vi. Levy – Facts form will be posted on the District's website and Facebook page. The Union is considering writing a letter to the editor to the Mt. Times.

vii. Wildfire Partnership – No meetings in August and September. The members are all looking into grant opportunities for community wildfire preparedness projects.

viii. Chipping – Funds in the budget for more days of Chipping Services. Considering offering two days of chipping in the Fall. 1 day in Welches and 1 day in Government Camp. The previous bid has not increased so we will not have to go out for another RFP.

ix. Main Station Apron – Considering the costs for repaving and leveling, rough quote was \$46,000.00. If we make any improvements we will need to add ADA parking. This topic will be added to the October 2023 Agenda.

B. Staff Report: DC Brian Henrichs.

- i. Meeting Attended – Camp Creek Fire meetings and briefings, Public Information events, and Safety Meeting.
- ii. Training - Lots of new DPSST certifications for members. The Student Firefighters and the Fast Track Firefighters are all doing lots of training and working on certifications to get up to speed. Volunteers and Students are getting lots of on-the-job experience working on the Water Tender for the Camp Creek Fire.
- iii. Vehicle Maintenance – Light duty vehicles have had all the PMs done under the updated CCFD contract. Water Tender 351 will be sent to CCFD for a full service after the Camp Creek Fire. Continuing to get the Bendix King radios installed in all the apparatus. If a Bendix King radio was installed in Water Tender 351, it would have been helpful for communication on the Camp Creek Fire.
- iv. Safety Committee - Board Representative Vacancy on the Safety Committee. Jacob Rackley said he may be interested but has not confirmed. Linda Eby is the new Safety Chair and is doing a great job.
- v. Station Maintenance – Received loads of pavement grindings from the Hwy 26 road project at the Main Station and at Brightwood. Plans to use those in the gravel to improve the parking areas. It will need to be spread out and rolled. The contractor is in the process of repairing the water leak at Brightwood Station.
- vi. Hood to Coast – received a law enforcement data sheet listing all the stops that were made during the saturation patrol. Hoodland Fire went on six calls related to Hood to Coast.
- vii. Camp Creek Fire – We are providing Water Tender 351 and operators through our Closest Forces Agreement. We will get reimbursed \$80/hour for the Water Tender. We will also be reimbursed for employee costs and back fill employee costs. Currently the reimbursement is at about \$49,000.00 and climbing.

C. Staff Report: DC Scott Kline

- i. Camp Creek Fire – Attending daily briefings and cooperators meetings. Acting as the primary PIO for Hoodland Fire. Updating Facebook and Website to provide information to the community. Participating and answering questions at Wildfire Community Meetings and Informational Pop-Ups. Having a Hoodland Fire representative at the informational meetings has provided good PR, with lots of positive reactions from the public. DC Scott Kline has also been a backfill which will offset some of the overtime.
- ii. Firewood Sales – Local businesses have chosen not to sell firewood during the summer.
- iii. Slip On Unit – Still in the process of being built, should be done this winter.
- iv. Open House – Working on putting together the event and will include informational talks. This will be good PR for the District and takes place during Fire Prevention Week.

8. Finance: Office Administrator Kelli Ewing

- A. Bank Account balances reconciled as of 8/31/2023. 2023-2024 YTD Budget Report and the Check Register Report with all payments made since the last Board Meeting.
- B. Working to track all the hours and reimbursements for the Wildfire Staffing Grant and for the Camp Creek Fire.
- C. Sold some surplus items on Gov Deals and so far, have collected around \$4,000.00. There were some funds accounted for in the budget to be received from the sale of surplus items. The rest will go towards Cash Carryover for next FY Budget.

9. Unfinished Business

- A. Clackamas County Dorman Center Property Update
  - i. The RFP Construction Project Management Services (Owner's Representative) has been advertised and a few companies have reached out and one asked for a site tour.

- ii. Fire Chief Jim Price has put together an Addendum to the RFP to extend the closing date to 10/19/2023 and add site tour dates on 9/22/2023, 9/27/2023, and 9/28/2023.

MOTION MADE: By Mary Ellen Fitzgerald to approve the Request for Proposal Solicitation: Construction Project Management Close Date Extension to October 19, 2023 and Pre-Proposal Tours as outlined.

2ND: By John Drake

DISCUSSION: This makes sense.

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

- iii. Received a response letter from the Board of Clackamas County Commissioners

a. Some of the items that were mentioned in the response letter referred to items discussed in the Joint Board Meeting/Executive Session with Clackamas County. The letter doesn't contain specifics and it did not say confidential so, it should be able to be discussed in open session. The items can still be discussed, there just won't be the specifics that were previously discussed in the Executive Session.

b. Fire Chief Jim Price will draft a response letter to the Board of Clackamas County Commissioners with answers to the questions with preliminary information on costs. The Board will provide input and final review of the letter.

c. A Special Board Meeting is needed to review and approve the Response Letter to the Board of Clackamas County Commissioners. This meeting could be combined with the Citizen Committee Meeting to get their feedback.

MOTION MADE: By Mary Ellen Fitzgerald to schedule a Special Board Meeting/ Citizen Committee Meeting on Tuesday September 26, 2023 at 7 PM

2ND: By Cliff Fortune

DISCUSSION: None

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

d. It is difficult to find recent comparable Fire Stations. Most of the new buildings are not Administrative Fire Stations.

e. We will have to estimate the size of the building needed. The current building has over 10,000 sq feet with no living quarters.

f. Aurora Fire is doing a modular/container fire station to save money, this might also be a possibility.

g. To secure a Grant Writer, we would need to advertise a RFP for a Grant Writer. Most grants would require the project to be further along.

## B. Volunteer Relations Update

### i. CERT

a. Fire Chief Jim Price met with the new team leaders Mary Taylor and Sue Allen.

b. Deb Sinz will be teaching Rehab Training classes and they are planning on helping with Rehab during the next live fire training in the Spring.

c. Team welcome meeting scheduled for the end of this month.

### ii. New Volunteer Recruitment

a. Five applicants for Combat Volunteers with interviews scheduled for 9/16/2023.

b. In the Spring we will re-open the Student Firefighter recruitment.

## 10. New Business

### A. Telephone Communication Concerns

i. Complaint was filed with the PUC regarding the failure of voice over internet phone systems (VOIP) during power outages.

a. Received responses to questions including Copper Lines are being phased out, fiber is being brought in for communication, and battery backups are being offered for the VOIP.

b. Concerns – VOIP battery backups don't last very long (max 24 hours), cell service is unreliable, and fiber will be slow to be brought into the rural parts of the Hoodland community.

ii. Clackamas County Emergency Services - shared concerns, but have not received a response yet.

iii. Public Safety PowerShutoffs – Hoodland Fire District was the first in the state to be affected by the Public Safety Power Shutoffs. This needs to be discussed especially with regards to potential evacuation notifications.

B. C-800 Overage Payment

i. C-800 Budget overrun cost sharing liability is \$65,100.00. The amount due was not known until after the FY 2023-2024 Budget was adopted. This amount is still contingent on the sale of assets and the project not having future overruns.

ii. Resolution would be needed to transfer the funds to be able to pay it in this FY.

C. Request for Proposal – Construction Management Services Deadline Extension

i. Discussed under 9.) Unfinished Business - A.) Dorman Property Update.

11. Motion to Pay Bills

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

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambée (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [JacobRackley (Absent)]

12. Board Member Comments

A. John Drake – Needs personal contact information for Board and Chiefs.

B. Cliff Fortune – Glad CERT is becoming more active and looking forward to the Picnic. Board Members should write a letter to the editor regarding the Levy and talk to the community about the Levy. Joint Board Measure Argument was submitted to Clackamas County Elections.



C. Mary Ellen Fitzgerald - Glad CERT is becoming more active. It is good to have a Hoodland Fire presence at the Camp Creek Wildfire Informational meetings. Glad that we are sending staff and volunteers on the Water Tender for the Camp Creek Fire.

D. Nora Gambee – Glad that more volunteers are coming into the Station. Volunteer Recognition Event is November 4, 2023 at the Lion’s Club from 1 – 4 PM.

13. Executive Session. None.

14. Other New Business.

A. Surplus Apparatus - Brightwood Truck

i. Resolution will be needed surplus this asset.

B. Open Board Position

i. Currently advertised on the HFD Website. There will be a notice in the October Mt. Times and two notices in the Sandy Post. Letters of interest are due November 1, 2023 and the candidates are asked to come to the November 14, 2023, Board Meeting.

ii. Received feedback from SDAO that Board Interviews, deliberation, and selection all must be done in the Board Meeting during Open Session. The Board can ask them to step out of the room for deliberation, but they do not have to leave.

iii. Nora Gambee will contact SDAO regarding Board Interview Questions.

15. Adjournment by Nora Gambee at 8:54 PM

Respectfully Submitted,



Kelli Ewing, Office Administrator