

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

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

Staff: Division Chief Scott Kline, Carol Norgard; Administrative Assistant, and FF Tom Gall.

Guests: Marci Slater and Gerald Murphy

1. Call to Order: By Nora Gambee at 9:06 AM

2. Roll Call

3. Pledge of Allegiance: Led by DC Scott Kline

4. Persons to be Heard. None.

5. Unfinished Business

A. Dorman Property Timeline Update

i. Suggestion to have the timeline in the letter to be far enough out, because you don't want to have to go back to the county for an extension. If it gets done ahead of schedule, that is fine.

B. Request for Proposal (RFP): Construction Project Management Services (Owners Representative)

i. The project is broken up into three phases. Phase #1 Preliminary Design: includes development of elevations, schematic drawings, architectural renderings, and presentation drawing for a new Administrative Fire Station.

ii. Fire Chief Jim Price should be the primary contact on all the RFP documents.

iii. The RFP needs some edits.

a. Replace DC Scott Kline's name and contact information with Fire Chief Jim Price's name and contact information.

b. Changes to Section III: Response and Evaluations. 3. a. iv. add the words "and date" after Initial. 4. a. v. change the word may to "will be."

iv. The RFP needs to be reviewed by our Attorney John Watts.

v. Dates will need to be changed after the attorney review.

vi. DC Scott Kline will update the Request for Proposal (RFP): Construction Project Management Services (Owners Representative) with the edits.

C. Letter to Clackamas County Commissioners

i. Suggestion to have the timeline in the letter to be far enough out, because you don't want to have to go back to the county for an extension.

ii. Suggestion to include in the letter all the benefits of this property for the community and how it will allow for future growth.

iii. The letter needs some edits.

a. Paragraph #1: Add legal descriptions of the parcels.

b. Item #1: No changes.

c. Item #2: Change the word quote to proposal. Eliminate the wording regarding architectural services and project manager. Change the word predesign to conceptual. Add wording that we are advertising for the RFP for Project Manager.

c. Item #3: Rephrase and say hiring a grant writer versus researching.

d. Item #4: Remove the first sentence. Structure sentence to say that you want to enter into a MOU and have it finalized when the funding is secured.

e. Item #5: Change the word total to conceptual.

f. Item #6: Eliminate.

g. Paragraph #2: At the end, be clear about a MOU is what is being asked.

iv. Mary Ellen Fitzgerald will re-type the letter with the changes.

D. Dorman Property Discussion

i. Background overview on the early steps of the process.

ii. Signal Light location might be an issue.

iii. Open Space Management zoning considerations. A Fire Station is allowed as a conditional use. There are also other items that are a benefit to the community including Community Garden, Park and Ride, and Community Meeting Room. With these current plans, it meets the intent of Open Space Management zoning.

iv. Residential zoning issues: Where the Fire Station currently sits is zoned Residential, so we must get variances from Clackamas County to make any improvements including adding a reader board.

v. In the submitted proposal, Hoodland Fire has only requested two of the four parcels from Clackamas County. Suggestion to consider asking for the other properties because they might have Timber value and could be considered an asset when asking for funds. Clackamas County also might want to unload all four parcels.

vi. Environmental Assessment, Land Survey, Geo Tech Survey, Emergency Management evaluation, etc. may be needed on the property. These items will all be addressed by the Project Manager in Phase #1 planning.

vii. Community Meetings and requests for public input will be conducted when we are further along in the process and have more information to present.

RECESS from Regular Session at 10:44 AM

RECONVENE into Regular Session at 11:21 AM

viii. Review the final edits to the Letter to Board of Clackamas County Commissioners.

MOTION MADE: By Mary Ellen Fitzgerald to approve the letter to the Board of Clackamas County Commissioners and send it after the Request for Proposal (RFP): Construction Project Management Services (Owners Representative) has been advertised.

2ND: By John Drake

DISCUSSION: None

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

- ix. Review the edits to the Request for Proposal (RFP): Construction Project Management Services (Owners Representative).

MOTION MADE: By Mary Ellen Fitzgerald to approve the Request for Proposal (RFP): Construction Project Management Services (Owners Representative) including amendments by John Watts and date changes.

2ND: By Cliff Fortune

DISCUSSION: None

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

6. New Business

A. Time limits on agenda items.

- i. There is a lot of back-and-forth discussions, so the Board needs to stick to time limits and move on in the agenda.
- ii. The Board Members can rotate who will keep the other Board Members on task.
- iii. This will be discussed more at the August 8, 2023 Board Meeting.

B. Board Position #2 – Vacancy

- i. Jacob Rackley was appointed by the Board of Directors as an Interim Board Member at the July 11, 2023 Board Meeting.
- ii. In the past, Hoodland Fire has publicly advertised an open position.
- iii. The State of Oregon rules and Clackamas County Elections rules do not require advertising and allows the Board of Directors to appoint someone who meets the requirements.

iv. The Board of Directors would like to be more transparent and discuss advertising the open position at the August 8, 2023 Board Meeting.

7. Executive Session. None.

8. Other New Business. None.

9. Adjournment by Nora Gambee at 11:47 AM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator