

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
APRIL 11, 2023

Board Members: Nora Gамbee, Jacob Rackley (Zoom) [Arrived Late], Cliff Fortune [Arrived Late], Shirley Dueber, and Mary Ellen Fitzgerald (Zoom). All five voting members in attendance.

Staff: Jim Price; Fire Chief, Brian Henrichs; Division Chief, Scott Kline; Division Chief, Kelli Ewing; Office Administrator, and SFF Jason Kish.

Guests: John Drake.

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

2. Roll Call

3. Pledge of Allegiance: Led by Nora Gамbee

4. Persons to be Heard. None.

5. Approval of Minutes

A. Joint Board of Directors Meeting and Local Contract Review Board Public Hearing Minutes March 14, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the March 14, 2023 Joint Board of Directors Meeting and Local Contract Review Board Public Hearing Minutes as submitted.

2ND: By Nora Gамbee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Aye), and Shirley Dueber (Aye) [Cliff Fortune (Absent) and Jacob Rackley (Absent)]

B. Joint Meeting of the Hoodland Fire District Board of Directors and the Board of Clackamas County Commissioners Minutes April 4, 2023

i. This will be added to the May Board Meeting Agenda to allow sufficient time for the Board Members to review.

6. Communications

A. Board Upcoming Reminders

- i. Regular Board Meeting Tuesday May 9, 2023 at 7:00 PM
- ii. 1st Budget Committee Meeting Tuesday May 16, 2023 at 7:00 PM
- iii. 2nd Budget Committee Meeting Tuesday May 23, 2023 at 7:00 PM
- iv. Board Lunch Friday April 28, 2023 at 12:00 PM
- v. 3rd Budget Committee Meeting Tuesday May 30, 2023 at 7:00 PM

B. Safety Meeting Minutes March 9, 2023

7. Reports

A. Chief's Report: Fire Chief Jim Price

- i. Meetings attended included Board Meetings, Staff Meeting, Fire Defense Board, Hwy 26 Wildfire Partnership, Rhododendron CPO, etc.
- ii. Alarm Breakdown for March 2023: 69 calls for service. Average Turn Out Time - 2:20 minutes and Average Dispatch to Arrival - 12:36 minutes. Call type breakdown.
- iii. Staff Housing – Report under New Business. Board direction is needed on how to proceed. Two contractors have reviewed the site and are willing and able to do the work.
- iv. RFP for Auditing Services did not yield any results. We have requested auditing services from Pauly Rogers for the FY 2022-2023 Audit. We are waiting for an engagement letter.
- v. FY 2021-2022 Draft Audit has been received. We are still waiting on Pauly Rogers for the finalized Audit.
- vi. Renewing Levy discussion will take place at the May Board Meeting. The levy wording needs to be adjusted from what we used last time. We will need to put together a timeline and informational campaign. As Elected Officials Board Members can speak freely regarding the Levy, but the Fire Chief and other staff members are only allowed to present facts.

vii. COVID-19 – The State of Oregon has lifted masking requirements, but Clackamas County wants EMS to still use masks, so Hoodland Fire responders are still wearing masks on EMS calls.

viii. Hwy 26 Wildfire Partnership Meeting on April 12, 2023 from 1 PM to 4 PM will also include an Evacuation Tabletop Scenario.

ix. The Mountain Times Newspaper has been sold and is under new ownership. Fire Chief Jim Price has a scheduled meeting with the new owner.

B. Staff Report: DC Brian Henrichs

i. Meetings attended included Board Meeting, Safety Meeting, EMS Council Meeting, Ambulance Service Agreement Meeting, etc.

ii. Training: Training for members is continued to be offered daily, weekly, and monthly. Recent training included members' annual CPR recertification in March and a few members attended the Swift Water Rescue recertification at Dodge Park. DC Brian Henrichs attended a Hazmat and Incident Commander Class at the National Fire Academy. Upcoming training in April includes ACLS and PALS recertification, Forcible Entry class for Hoodland Fire/Estacada Fire TC, and the Timberline EMS Conference.

iii. Apparatus/Maintenance: Engine 351 is currently being repaired.

iv. Safety Committee Meeting – Nothing new to report.

v. Security Cameras – Received SDIS Grant to add more cameras. Planning on using funds to purchase dual purpose intercom system cameras to replace the Ring Doorbell Cameras. In the process of installing viewing stations so people can see what is going on.

vi. Station Maintenance - Concrete Pad poured outside for the dumpster. A pad was required by our Garbage Service Provider. In the process of getting gutter repair estimates for the Main Station and Brightwood Station to propose for the FY 2023-2024 Budget. In the process of getting quotes to repair the damage to the Government Camp Station Roof. The costs for the roof repair should be covered under the insurance claim. We should be receiving the funds (less the deductible) from the insurance claim for the vehicle damage and stolen radio.

C. Staff Report: DC Scott Kline.

i. Slip-On Unit – The unit was ordered and a down payment was made. The grant reimbursement was requested. It is expected to take around 10 (ten) months to build.

ii. OSFM Mini Safer Grant – Still on hold.

iii. Fire Code - Received 2022 Fire Code book and the new code is now in effect. Working with a business regarding a Code Violation. Advising Mazama Lodge on Fire Code requirements for their kitchen remodel plans. Company Inspections will be starting soon. The plan is to do (1) Business and (1) Mercantile per month.

8. Finance: Office Administrator Kelli Ewing

A. YTD Budget Report from QuickBooks and Check Register Report since the last Board Meeting.

B. Pending payment of \$6,391.00 for the Ford Fusion was received. This amount was reduced due to fees from Gov Deals and fees from DAS.

Board Concern: Sea Western Check differs from the invoice. An extra number was added by mistake. The check will be voided and corrected.

9. Unfinished Business

A. Clackamas County Dorman Center Property Update

i. DC Scott Kline has been gathering information requested by the Clackamas County Commissioners.

ii. The Clackamas County Dorman Center Property will be discussed more under Executive Session.

B. Volunteer Relations Update

i. Nora Gambee met with Staff and Volunteers regarding the Crew Quarters and will provide an update under New Business.

C. Fire Alarm System Update

i. Approval from the State Fire Marshal's Office is still needed to sign off on an exception for having to upgrade to a commercial fire alarm system.

10. New Business

A. Resolution #2023-02 Declaring Surplus Property: 2009 Fire Blast Trailer

- i. Staff Report provides the Summary, Staff Analysis, and Fiscal Impact on the District.
- ii. The yearly maintenance and recertification costs of the Fire Blast Trailer were cut from the Budget several years ago and it would cost a lot to get it back into service.
- iii. Gresham Fire is willing to take ownership, recertify, and maintain the Fire Blast Trailer as well as let Hoodland Fire use it for training.
- iv. By passing the Fire Blast Trailer on to another fire agency we are meeting the intent of the federal grant.

MOTION MADE: By Nora Gambée to adopt Resolution #2023-02 Declaring Surplus Property: 2009 Fire Blast Trailer and direct Fire Chief Jim Price to sell the Fire Blast Trailer to Gresham Fire for \$1.00 and ensure Hoodland Fire's continued access for training.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes – Unanimous. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye)

B. Draft Policy #535 Paid Leave Oregon

- i. Hoodland Fire needs to have an adopted Policy by September 2023.
- ii. This policy is modified from HR Answers suggested Policy which has all the required elements.
- iii. This Draft Policy includes wording to allow employees to use their HFD Leave Banks if they choose to top off benefits so they could have a whole paycheck if they took Paid Leave Oregon benefits. This is optional, the District doesn't have to allow the topping off of benefits.
- iv. Please review and provide comments and suggestions directly to Fire Chief Jim Price.

C. Report on Paid Staff and Volunteer Input on Removing the Outside Sleeping Quarters and changing the office layouts.

- i. Nora Gambée received a lot of input from Volunteers and Staff regarding the status of the Outside Job Shack. Everyone was in favor of keeping the Outside Job Shack.
- ii. The staff is not in favor of sharing an office/bedroom combination because multiple beds or bunkbeds create a privacy issue.
- iii. Most are in favor of keeping with the Status Quo. The Job Shack has been in use for the past 10+ years.
- iv. Before the Board agrees on any changes that will affect personnel we should always get their input.
- v. There has been multiple Sleeping Quarter Plans over the last few years that have run into roadblocks. Fire Chief Jim Price needs direction from the Board on how to proceed.
- vi. Suggestion to confirm we are not in violation of any rules.
- vii. The Board agrees that it is best to keep with the Status Quo if that is the consensus of the members. It also doesn't make sense to consider any plans that would require a large investment into this old building when we are making progress towards the goal of a new station.

D. Surplus Old Snorkels

- i. Suggestion to sell the worst quality of the old snorkels. Most are in pieces at Government Camp Station.
- ii. Former employee John Creel might be willing to purchase for \$2,000.00-\$3,000.00 and resell them.

MOTION MADE: By Mary Ellen Fitzgerald to surplus and sell the old snorkels.

2ND: By Nora Gambée

DISCUSSION: Selling to a targeted reseller will bring in more money than the public auction.

VOTE: Motion Passed: 5 Ayes – Unanimous. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye)

E. Brush Disposal/Chipping Contract

i. Fire Chief Jim Price will put together a Request for Proposal for Chipping Services before Fire Season. We will send direct mailings to local arborists.

ii. Ant Farm has been doing a lot of work in the community to help with brush removal and disposal.

11. Motion to Pay Bills

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

2ND: By Nora Gambee

DISCUSSION: Thank you to Nora Gambee for catching the data entry error on the check.

VOTE: Motion Passed: 5 Ayes – Unanimous. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Aye)

12. Board Member Comments

A. Jacob Rackley – No comments.

B. Nora Gambee – No comments.

C. Shirley Dueber – No comments.

D. Mary Ellen Fitzgerald – Ant Farm has been very helpful in the community with brush removal. They also have a Collection Bank for Firewood, so you can donate if you have extra. They will cut it, stack it, and haul it away and donate to people in need.

E. Cliff Fortune – Optimistic after the Joint Meeting with Clackamas County. It is a good thing that they are adding side boards.

13. Executive Session under ORS 192.660 (e) Conferring with persons designated by the Board to negotiate real property transactions.

RECESS from Regular Session at 8:09 PM

RECONVENE into Executive Session at 8:11 PM

A. Discussion on Dorman Property.

ADJOURNMENT from Executive Session at 8:56 PM

RECONVENE into Regular Session at 8:57 PM

14. Other New Business.

A. Work Session is needed to discuss the Dorman Property.

i. Work Session scheduled for Friday April 28, 2023 at 9:00 AM

ii. Board Lunch to follow at 12:00 PM

15. Adjournment by Cliff Fortune at 9:05 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator