

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
JANUARY 14, 2025

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

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

Guests: Nick Seibel (USFS), Meta Loftsgaarden (USFS) [Zoom], Alex Cettie (Otak) [Zoom], David Linz (Otak) [Zoom], Cathy Bowman (Mackenzie) [Zoom], and Jeff Humphreys (Mackenzie) [Zoom].

1. Call to Order: By Nora Gambée at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald
4. Persons to be Heard. None
5. Fire Station Project
 - A. Project Cost Estimate
 - i. The project cost was initially estimated at \$24 million but has been reduced to \$18.8 million to lower the millage rate. The cost estimator's projection came in at \$20 million. Otak has since verified this cost estimate with a general contractor for validation. Adjustments were made for contingency, traffic signals, and a right-sized building, resulting in the final total project cost of \$18.8 million for a 20,705 square-foot facility. A detailed cost estimate will be made available to the Board through the shared file. Additionally, USFS funding will further reduce the total project cost.
 - ii. Alternative Funding
 - a. DC Kline and Alex Cettie met with two grant consultants, "Just Look Left" and "PARC Resources". Both consultants agreed that it is premature to engage their services at this stage, as current grant opportunities for fire station capital projects are limited, and Hoodland Fire District is not eligible for available funds.

b. Once at least 50% of the total project funding is secured, there will be a better chance of obtaining matching grant funds. This will enable the pursuit of private or family foundation grants such as those from Ford Family Trust and Roundhouse.

c. Just Look Left has proposed developing a grant calendar for post-bond funding opportunities for \$5,000. DC Scott Kline offered to create a calendar to avoid the additional expense.

d. Senator Merkley's office has informed us that all Federal earmarked funding is expected to be on hold for at least two years. After the transition with the new administration, discussions will be held with State Representatives.

e. USDA loans are not ideal, but Hoodland Fire District would qualify.

ii. Community Engagement Update

a. Alex Cettie and DC Kline spoke at the Hoodland Women's Club on January 6, 2025. The event had a good turnout with both supporters and some opposing views. Discussion focused on safety and security for female station staff and community impacts.

b. A meeting with Mt. Hood Unida representatives on January 13, 2025, was positive. They expressed strong support and agreed to help promote the Open House. They will assist with translating the postcard and fact sheet and are working on securing a Spanish translator for the Open House.

c. DC Scott Kline is scheduled to speak at the Government Camp CPO meeting in February and the Hoodland CPO meeting on May 15, 2025.

d. The second Fire Station Project Open House is scheduled for January 23, 2025. Postcards will be mailed to the community soon. Mackenzie will lead the Open House.

B. USFS Agreement

- i. There have been delays on the USFS end due to discussions with their Grants and Agreements team. Differences in project location and language for required funding amounts have delayed finalizing the agreement. USFS remains fully committed and anticipates the agreement will be ready for the Board's approval by the February 11, 2025 Board Meeting.
- ii. The funds must be "committed", meaning they will be fully processed and allocated once the agreement is signed.
- iii. This partnership between USFS and a Fire District may be the first of its kind in the country, which presents some unknowns.
- iv. The agreement will cover both the funding and a long-term operational partnership.
- v. The estimated cost for the USFS offices and bays is \$2.6 million. The remainder of the \$5.6 million would go towards the planning and the shared spaces.
- vi. Changes will be made to the site plan at the Dorman property to accommodate the required USFS space.
- vii. The SEL-805 form for ballot inclusion must be submitted by February 28, 2025. The Board will need to adopt a resolution to proceed with the bond at the February meeting. The SEC-803 form, which includes the bond explanatory statement, must be submitted by March 20, 2025, this is when the site location decision will be needed.
- viii. USFS Match is 20%, not the previously anticipated 50%.

C. Mackenzie Presentation

- i. Station Design
 - a. The design features a pitched roof to accommodate snow, natural stone along the building's base, and high windows to allow for more natural light. The materials selected include a wood-tone finish with fiber cement boards, which are both economical and durable. Board concerns brought up about the roof slope possibly dumping snow in front of the bays. This will be evaluated; this is just the first rendering.

ii. Fire Station Open House – January 23, 2025

a. The focus of this second Fire Station Project Open House will be on updating the community about the progress of the design and the revised project costs. It will emphasize that community input has been heard and incorporated into the new plans.

b. The plan to partner with the U.S. Forest Service (USFS) will be presented, but specific details will not be disclosed at this time, as the agreement is still in progress.

6. Approval of Minutes

A. Board of Directors Work Session December 3, 2024

MOTION MADE: By Terry Niedermeyer to approve the December 3, 2024, Board of Directors Work Session Minutes.

2ND: By John Drake

DISCUSSION: None

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

B. Board of Directors Meeting on December 10, 2024

MOTION MADE: By Terry Niedermeyer to approve the December 10, 2024, Board of Directors Meeting Minutes.

2ND: By John Drake

DISCUSSION: 6.) B. iii. Add that the Board requests a monthly grant status chart that includes the list of the grants, about how much, and when they are due. The Board understands that applying for grants may be premature and that the chart may remain largely the same from month to month.

MOTION AMMENDED: By Mary Ellen Fitzgerald to approve the December 10, 2024, Board of Directors Meeting Minutes with changes to 6.) B. iii. that includes wording that the Board requests a monthly grant status chart.

2ND: By John Drake

DISCUSSION: None

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

7. Communications

A. Board Upcoming Reminders

- i. Set Date for District Dinner [Evening before Drill 5:30 PM Monday or Wednesday]
 - a. Wednesday, January 29, 2025, 5:30 PM. Nora Gambee, Mary Ellen Fitzgerald, and Cliff Fortune will host.
- ii. Fire Station Project Open House – Thursday, January 23, 2025, at 5:30 PM
- iii. SDAO Conference – February 6 – 9, 2025 in Bend, OR. [Cliff Fortune, Mary Ellen Fitzgerald, John Drake]
- iv. Training Company Graduation – Tuesday, February 11, 2025, at 6:00 PM
- v. Regular Board Meeting – Tuesday, February 11, 2025, at 7:00 PM
- vi. HFD Awards Banquet – Saturday, February 22, 2025, at 5:00 PM

B. Thank You and \$300 Donation

8. Reports

A. Chief's Report: Fire Chief Jim Price

- i. The call count for the month of December 2024 was 92, with a total of 994 for the year. In December the average turnout time was 2:11, and the average time to arrival was 11:35
- ii. Civil Service – We may need to move on to another candidate if he is not cleared to do his physical by the end of February.
- iii. Wildfire Partnership Meeting was on January 8, 2025.
- iv. The new Type 3 Engine is back. A resolution is being presented to surplus the old Type 3 engine to sell it.
- v. A crew is currently deployed in California for Conflag, and it is expected they will be there for two weeks. A supplemental budget may be required, as it is not anticipated that the funds from California will be received before the start of the next budget year.

B. Staff Report: DC Brian Henrichs – No Report

C. Staff Report: DC Scott Kline

i. Continuing to work on the Fire Station Project

ii. ESO integration with Fire House NFIRS. EMS will not transfer. Will work on checklist module when time allows.

iii. Open House slide deck will be shared with the Board.

iv. Certified letters have been sent out by the Oregon Department of Forestry to residents about their Wildfire Risk. The community has lots of questions, working on a bullet point list to share with residents who visit/call the station. Standards have not yet been developed, and there will be several years of recommendations to follow.

9. Finance

A. Year-To-Date Budget Report updated as of today. Have received 95% of anticipated tax money.

B. Have now received all Conflag reimbursement funds from 2024.

C. Transaction Report is current and includes all checks from today.

10. Unfinished Business

A. Volunteer Relations Update

i. Hunter Parrot filed a Leave of Absence due to accepting a new position.

11. New Business

A. 2025 Strategic Plan Draft

i. Chief Price sent out the draft for the Strategic Plan and has received additional feedback. While it can be adopted tonight, the Chief would like to board to review it again. He has outlined what he considers the highest priorities and is seeking the Board's input on what they feel should be prioritized.

- ii. The plan is currently quite general and needs more specific details, including information about the new station. The Board will send their comments to the Fire Chief, and the plan may potentially be approved at the February Board Meeting.

B. Motion to Approve FY 2025-2026 Budget Calendar

MOTION MADE: By Mary Ellen Fitzgerald to approve the FY 2025 – 2026 Budget Calendar with correction to the out of order dates

2ND: By John Drake

DISCUSSION: None

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

C. Motion to Confirm Budget Committee Members

i. Karen Rogers – (Active) [Position 1: Expires 12/31/2026]

ii. James Nice – (Renewing) [Position 2: Expires 12/31/2027]

iii. Kirk Peterson – (Active) [Position 3: Expires 12/31/2026]

iv. Rhiannon Nicholson – (Active) [Position 4: Expires [12/31/2025]

v. Jeremy Goers – (Active) [Position 5: Expires 12/31/2025]

MOTION MADE: By Mary Ellen Fitzgerald to confirm Budget Committee Members Karen Rogers, James Nice, Kirk Peterson, Rhiannon Nicholson, and Jeremy Goers.

2ND: By Nora Gамbee

DISCUSSION: None

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

D. Motion to designate the FY 2025 – 2026 Budget Officer

MOTION MADE: By Mary Ellen Fitzgerald to designate Fire Chief Jim Price as the Budget Officer for FY 2025 – 2026.

2ND: By John Drake

DISCUSSION: None

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

E. Resolution 2025-01: Declaring Surplus Property: Motorola APX 8000XE Radios.

MOTION MADE: By Mary Ellen Fitzgerald
2ND: By John Drake
DISCUSSION: None
VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [Cliff Fortune (Absent)]

F. Motion to sell the Surplus Radios to Clackamas Fire District #1

MOTION MADE: By John Drake to sell the Surplus Radios to Clackamas Fire District #1 for \$40,000.
2ND: By Terry Niedermeyer
DISCUSSION: None
VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [Cliff Fortune (Absent)]

G. Resolution 2025 – 02: Declaring Surplus Property: 1996 International Fire Truck

MOTION MADE: By Mary Ellen Fitzgerald to accept Resolution 2025 – 02: Declaring Surplus Property: 1996 International Fire Truck
2ND: By John Drake
DISCUSSION: None
VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [Cliff Fortune (Absent)]

H. Resolution 2025 – 03: Declaring Surplus Property: Zoll E-Series Monitors and Zoll AED Pros

- i. HFD purchased new Lifepak 15s and AED's so the Zolls are no longer in use will be surplus.

MOTION MADE: By Mary Ellen Fitzgerald to accept Resolution 2025 – 03: Declaring Surplus Property: Zoll E-Series Monitors and Zoll AED Pros
2ND: By Terry Niedermeyer
DISCUSSION: None
VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Terry Niedermeyer (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [Cliff Fortune (Absent)]

I. Agenda suggestions for next month's meeting

i. Strategic Plan

ii. USFS Agreement

J. Elections

i. Election Calendar is needed from Clackamas County

ii. Statement of support for the Bond was discussed. The Board would need to personally contribute to support it. Board is allowed to ask the Union to use the Political Action Committee to support. They can be asked to support as a PAC but they cannot ask a Firefighter as an individual to support.

iii. Mary Ellen Fitzgerald does not plan on running for re-election. She will help spread the word to see if others are interested in running.

iv. Four Board Positions are up for re-election. Board members can ask for endorsements by other organizations.

K. Fire Station Project Concerns

i. It's important for the public to understand the challenges involved if we were to remodel the current fire station. Several critical issues would arise including zoning issues, site limitations, temporary relocation of crews and apparatus, unknown ground issues, etc.

ii. The cost estimate from Mackenzie took longer to receive than initially expected. Mackenzie was out of the office for two weeks over the Holidays which delayed the process. Cost Estimate was not received until early January.

iii. There have also been challenges in obtaining itemized invoices from Mackenzie. Mackenzie's invoices are based on the project as a whole, so they don't itemize everyone's contribution but instead provide a percentage breakdown of tasks. If Hoodland Fire District enters into an agreement with the U.S. Forest Service, Mackenzie will separate and show the USFS related work on future invoices. It has been requested that Mackenzie update their last two invoices with detail requested so payments can be approved.

12. Motion to Pay Bills

MOTION MADE: By John Drake to pay all bills as submitted

2ND: By Nora Gambee

DISCUSSION: None

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

13. Board Member Comments. None.

14. Executive Session. None.

15. Other New Business. None.

16. Adjournment

MOTION MADE: By John Drake to adjourn the meeting.

2ND: By Nora Gambee

ADJOURNMENT: By Nora Gambee at 9:55 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant