

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**APRIL 9, 2024**

**Board Members:** Nora Gambee, Mary Ellen Fitzgerald, Cliff Fortune, John Drake, 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), Sarah Gladics (Zoom), and Gunner Gladics (Zoom)

1. Call to Order: By Nora Gambee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Terry Niedermeyer
4. Persons to be Heard. None
5. Presentations
  - A. Alexandra Cettie, Otak
    - i. Discussion on Architectural Firm review process.
    - ii. Discussion on Dorman Property progress.
    - iii. Discussion on USFS North Compound property as an alternative to the Dorman Property.

Out of Order

11. New Business
  - E. Recommendation of selection for an Architectural Firm
    - i. HFD received twelve proposals resulting from the published RFP for Architectural Services. All proposals were high quality and conveyed an understanding of the RFP requirements.

ii. An Architectural RFP Review committee was formed to review, score and rank the proposals. The committee included DC Scott Kline, Board Member Terry Niedermeyer, Board President Nora Gambee, and Alexandra Cettie (Otak). The top three firms were invited for in-person interviews.

iii. After careful consideration and review the Architectural RFP Review committee unanimously recommends award to Mackenzie Inc. One thing that really stood out in Mackenzie Inc.'s interview, was that they brought their PR person to the interview.

iv. No money is due until a contract is agreed upon and signed.

MOTION MADE: By John Drake to go with the committee's recommendation and select Mackenzie Inc. as the architectural firm.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Terry Niedermeyer (Aye), and John Drake (Aye)

#### Out of Order

#### 10. Unfinished Business

##### A. Fire Station Project

##### i. Clackamas County Dorman Property Update

a. The Dorman Committee met with Clackamas County's contract team and they came to an agreement as to what the Intergovernmental Agreement (IGA) will look like.

b. Waiting for the IGA draft version three, that includes wording that says if Hoodland Fire District does XYZ, then the Dorman Property will be transferred at zero cost.

c. The Board of Clackamas County Commissioners (BCC) must approve the revised Intergovernmental Agreement before Hoodland Fire receives it. Expecting to receive the updated IGA in a couple of weeks.

d. The revised IGA will also need to be reviewed by HFD Attorney John Watts.

e. Due diligence will be necessary including assessments on the land and underground conditions. Confirmation will be needed to prove that the Dorman Property can accommodate the fire station. Additionally, a test fit should be conducted to determine if the new station would be viable on the Dorman Property.

ii. North Compound – USFS Property

a. Building a new Fire Station at the North Compound has been suggested as a potential back-up option.

b. A USFS Land Exchange typically takes years, even decades to go through.

c. An environmental assessment would be required and those typically take a year to complete.

d. The location is not ideal, and the property is located between two bridges which could cause access issues during a flooding or earthquake event.

e. The USFS is currently collaborating with a non-profit organization, Edlen & Co, which has contracted architectural services to conduct environmental and traffic studies. These studies will propose alternative exits and entrances and assess any potential risks associated with locating emergency services on the property. Edlen & Co also does workforce housing and is teaming with the forest service. Funding for these services have already been allocated by the USFS.

f. Hoodland Fire is continuing to meet with USFS to provide updates on our progress. HFD will ask the USFS for updates and an estimated timeline.

Resumed Agenda

6. Approval of Minutes

A. Board of Directors Meeting Minutes on March 12, 2024

MOTION MADE: By Mary Ellen Fitzgerald to approve the Board Meeting Minutes on March 12, 2024

2ND: By Terry Niedermeyer

DISCUSSION: None

VOTE: Motion Passed Unanimously 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Terry Niedermeyer (Aye), and John Drake (Aye)

7. Communications

A. Board Upcoming Reminders

i. District Luncheon on Friday, April 26, 2024 at 12:00 PM. Mary Ellen Fitzgerald, Terry Niedermeyer, and John Drake will host.

ii. Distribution of proposed budget to the Budget Committee on Monday May 13, 2024

iii. Regular Board Meeting on Tuesday May 14, 2024 at 7:00 PM

a. Several Board Members will be out of town and will be unable to attend the May 14, 2024 Board Meeting. Without at least three Board Members attending there would not be a quorum.

MOTION MADE: By Mary Ellen Fitzgerald to move the Regular Board Meeting on May 14, 2024 to May 7, 2024 at 7:00 PM for a quorum.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), John Drake (Aye), Mary Ellen Fitzgerald (Aye), and Terry Niedermeyer (Aye).

iv. 1st Budget Committee Meeting on Tuesday May 21, 2024 at 7:00 PM

v. 2nd Budget Committee Meeting on Thursday, May 23, 2024 at 7:00 PM

- B. Safety Committee Meeting Minutes on March 22, 2024
- C. Thank you letter from a patient who came in with a medical emergency. The quick action of firefighters got her stabilized and transported and she is doing well.
- D. Thank you from Mic Eby's family for allowing his grandson to have his birthday party at the fire station.
- E. Thank you from Mic Eby's grandson for allowing him to have his birthday party at the fire station.
- F. Thank you to DC Scott Kline from Clackamas County Disaster Management for assistance with the resource center during the winter storm.

8. Reports

- A. Chiefs Report: Fire Chief Jim Price
  - i. March 2024 Alarm Breakdown: 90 calls in the month of March. Total for the year is 295. Average turnout time was 2:37 and the average time to arrival was 11:20. Calls consisted of 1 chimney fire, 45 EMS, 8 MVA's, and the rest were mostly service calls.
  - ii. The next Civil Service Meeting is this month and Brian will be attending, since Fire Chief Price will be out of town.
  - iii. Dorman Property discussion: Two Board members attended the Clackamas County Candidates Forum on Saturday April 6, 2024. Clackamas County Chair Tootie Smith was very supportive and publicly stated that Hoodland Fire District has done everything that has been asked. Tootie also approached the Board members privately and spoke about the Dorman Property.
- B. Staff Report: DC Brian Henrichs
  - i. Live Burn on Saturday April 20, 2024 on Brightwood Loop will be exterior attack only.
  - ii. Continuing to work on budget items.

iii. Working with Community Service participants on station cleaning. Identifying items to be surplus and sold. Considering whether to surplus the old brush vehicle through Salem or list it ourselves on GovDeals.

iv. Flatbed is at Wireworks getting lights done. Boxes are still needed for the Core vehicle.

v. Outside Maintenance: Main Station – Installing gutters and will be working on the repairs on the east end of the building when the weather is better.

vi. Vehicle Maintenance: Repairing Brush rigs.

vii. Preparing for Wildfire Season and starting Wildland Training.

C. Staff Report: DC Scott Kline

i. Awarded a \$35,000 grant from OSFM for Wildfire Staffing.

ii. Working a lot on Architectural RFP details this month.

iii. Continuing to work on budget items.

iv. Continuing to work on the Dorman Property.

Out of Order

10. Unfinished Business

B. Volunteer Relations Update

i. C.E.R.T. is recruiting new members.

ii. Students are now cleared to run on calls solo.

iii. Continuing to collect student applications.

Resumed Agenda

9. Finance

A. Bank Account balances reconciled as of March 31, 2024, 2023-2024 YTD Budget Report, and a report of all transactions since the last Board Meeting.

- B. Year to Date Budget Report - could expect the overall percentages to be as high as 83% with two months left in each category. Personnel Services is at 69.5% and Materials & Services is at 74.8% which means that we are still under in those two categories.

11. New Business

A. First Reading of changes to Policy 913 – Paid Engineer Job Description

MOTION MADE: By Mary Ellen Fitzgerald to approve the First Reading of Policy 913 Paid Engineer Job Description.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

B. First Reading of changes to Policy 517 – Member Medical Evaluations

i. Changes the requirement for treadmill and chest x-ray to make it at physicians' discretion for the renewal physicals.

ii. Removed treadmill test from the exit physical.

iii. Added tests to the volunteers to match the paid staff more closely.

MOTION MADE: By John Drake to approve the First Reading of Policy 517 - Member Medical Evaluations.

2ND: By Cliff Fortune

DISCUSSION: If changes need to be made, there will be an opportunity to do that next time.

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

C. Schedule date for SDAO Board Practices Assessment

i. 2% discount for getting the Board Practices Assessment done.

ii. Board would like to schedule the Board Practices Assessment for a Tuesday evening in September.

D. Recommendation of selection for an Auditing Firm

- i. HFD received three proposals resulting from the published RFP for Professional Auditing Services. All proposals were high quality and conveyed an understanding of the RFP requirements. All firms were well qualified with multiple municipal auditors.
- ii. A Professional Auditing Services RFP committee was formed to evaluate, rank, and make a recommendation to award. The committee included Fire Chief Jim Price, Board Secretary/Treasurer Mary Ellen Fitzgerald, and Office Administrator Kelli Ewing. After careful consideration and ranking of the level of qualifications, references, cost, and availability the committee unanimously recommends award to Sensiba LLP.
- iii. The factor that weighed heavily on the decision was cost. All three firms are more costly than what we have been paying. The selected firm offered a lower cost compared to the other two options. Another positive is the firm's projected timeline for completion is in the fall, contrasting with the December timeline of the others.

MOTION MADE: By Mary Ellen Fitzgerald to go with the committee's recommendation and award the auditing contract to Sensiba LLP.  
2ND: By Nora Gambee  
DISCUSSION: None  
VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), John Drake (Aye), Mary Ellen Fitzgerald (Aye), and Terry Niedermeyer (Aye)

MOTION MADE: By Cliff Fortune to allow Chief Price to sign the contract with Sensiba LLP.  
2ND: By John Drake  
DISCUSSION: None  
VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambee (Aye), Cliff Fortune (Aye), John Drake (Aye), Mary Ellen Fitzgerald (Aye), and Terry Niedermeyer (Aye).



12. Motion to Pay Bills

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MOTION MADE: By Terry Niedermeyer

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2ND: By Cliff Fortune

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DISCUSSION: Mary Ellen Fitzgerald declares a potential conflict of interest due to receiving a reimbursement check for the SDAO Conference.

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VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), John Drake (Aye), Mary Ellen Fitzgerald (Aye), and Terry Niedermeyer (Aye).

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13. Board Member Comments

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A. Terry Niedermeyer - Appreciates the efforts of the Dorman Committee.

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B. Mary Ellen Fitzgerald - Feeling optimistic about the direction of Dorman property progress. Although everything discussed in the meeting has already been documented in letters, it felt beneficial to have everyone present. Pleased with Kelli Ewing and how DC Brian Henrichs is always on the ball. Asked DC Scott Kline if the micromanaging issue is getting better, which he confirmed it is.

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C. John Drake – Wood chipping discussion. Discussion regarding the Exit Sign removal. Discussion on Fire Chief Price’s vacations in April and May and who will be on duty.

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D. Cliff Fortune – Encouraged that we selected an Architectural Firm. Thank you to the Architectural Committee, Audit Committee, Dorman Committee, and CBA Committee.

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E. Nora Gambée – Brightwood looks good, good job DC Brian Henrichs.

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14. Executive Session. None

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15. Other New Business

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A. Discussion on Community Yard Debris Clean Up

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i. Suggestion to give out small grants for neighborhood chipping to reduce liability.

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ii. Suggestion to have a communal drop site for yard debris. Possibly the Dorman Site could be used.

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- iii. Wildfire Partnership Group: Currently working on setting up curtain burners, assessment mapping, green space cleanup, applying for grants, etc.

B. Electronic Communications

- i. Working to order a new electronic reader board and will be double-checking the budgeted amount. Replacement estimate is \$58,000.00

- ii. Multifactor authentication will soon be enabled for all HFD email accounts.

- iii. Suggestion to apply for a .gov domain name to increase credibility.

16. Adjournment By Nora Gambee at 8:53 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant