

HOODLAND FIRE DISTRICT #74
BOARD WORK SESSION MEETING MINUTES
MAY 26, 2023

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

Staff: Jim Price; Fire Chief and Kelli Ewing; Office Administrator

Guests: John Drake

1. Call to Order: By Cliff Fortune at 9:11 AM

2. Roll Call

3. Pledge of Allegiance: Led by Nora Gambee

4. Work Session Topics

A. Clackamas County Dorman Center Property

i. Citizen Committee Members

a. Board members will contact members of the community identified with a particular skill set.

b. We need to define the length of time and the commitment involved. Estimate of four meetings for Phase 1.

c. We want input from the Line Firefighters, and we want them to feel that they are included. They will be more involved in the Station Design.

d. Only two Board Members should be on the committee to avoid a quorum. Mary Ellen Fitzgerald and Nora Gambee.

ii. Dorman Property

a. We are working to come up with a "road map plan" to present to Clackamas County to acquire the land.

b. Plans to hire a Project Manager.

c. There are some terms and negotiations that are ongoing that cannot be discussed publicly.

d. Clackamas County has not set a deadline and they understand that it will take some time to do the plan right.

iii. Citizen Committee – First Meeting

a. Set Expectations: Let them know what we are looking for, why they were selected, and what is needed from them.

b. Public input is needed on land acquisition, bond/funding, type of building (modular vs. traditional), size of building, one story vs. two (requiring ADA/elevator), design (basic vs. artsy), etc. Need to account for needs in the next 50 years+.

c. Identify committee members that are familiar with bonds and land acquisition.

d. Discussion Topics: Community concerns, timeline, community needs, secure community room (100-person capacity), building type, design type, etc.

e. SDAO/SDIS said it was not an issue to add the Community Garden and Park and Ride to our liability insurance policy. Signs would need to be posted to inform the public that HFD is not responsible for their vehicles.

f. There should be an explanation to let the Citizen Committee know what the plans are for the current property re: Sell or other options.

g. Nora Gambee will contact the Citizen Committee Members and set up the first meeting.

iv. Public Update Needed

a. The public doesn't know that we are planning to keep the Community Garden in place.

b. We should do a monthly update in the Mountain Times. A member could write an update to include the Alarm Call Count, Dorman Property Update, member baby announcements, etc.

c. About once a month we provide article topics/interviews for the Mountain Times about a variety of topics that are relevant at the time.

d. The new owner wants to do a monthly Hoodland Fire Profile. Scott Kline will be featured in the June 2023 issue.

e. We are trying to point more people to the website. The HFD website is up to date, but if you do a Google Search there is old information that is permanently stored online.

f. The Fire Chief will approve articles before they go to the Mountain Times because we don't want to have inaccurate information published.

v. Request for Proposal: Construction Project Management Services

a. Funds in the budget to hire a project manager and complete steps for Phase 1 planning.

b. This RFP was modified from TVFR's.

c. 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.

d. The proposal should include the requirement to provide five (5) references.

e. Suggestion: If funds are available, the contractor should evaluate the current building and provide an estimate for a seismic retrofit, adding a second story, resurfacing the parking area/apron, modernizing, etc. We should research this so we can answer questions about cost and show that we are exploring all options/possibilities.

vi. Funding Options

a. There are seismic upgrade grants available, but the project must be "Shovel Ready."

b. Continuing to research grants and other gifted money available for fire stations. Plans to hire a grant writer.

c. There are low interest federal loans available.

d. Legislator help is needed, they also need to be informed about Special Districts, because some don't always understand.

e. There is value in the current property if it were sold.

f. Funds in the Reserve Account can go towards the project.

5. Additional Topics. None.

6. Adjournment by Cliff Fortune at 10:23 AM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator