

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
NOVEMBER 14, 2023

Board Members: Nora Gambée, Mary Ellen Fitzgerald, Cliff Fortune, and John Drake.
Four voting members in attendance.

Staff and Volunteers: Jim Price; Fire Chief, Scott Kline; Division Chief, Kelli Ewing;
Office Administrator, SFF Jason Kish, SFF Aaron Marshall, and FF Nate Forrar.

Guests: Kirk Peterson, Terrence Niedermeyer, Emily Van Meter, John Wilson, and
Dennis Gelphi.

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

2. Roll Call

3. Pledge of Allegiance: Led by Scott Kline

4. Persons to be Heard. None.

5. Swearing In Ceremony

A. Aaron Marshall – Senior Firefighter

i. Senior Firefighter Aaron Marshall sworn in by Fire Chief Jim Price.

B. Patrick McAbery - Firefighter

i. Tabled; Patrick was unable to attend the meeting.

6. Board Applicant Interviews

A. Terrence Niedermeyer

i. Active member of the Government Camp community.

ii. Member of Clackamas County Emergency Preparedness Council,
Government Camp CPO, Mt. Hood Ski Patrol, Clackamas Amateur
Radio Emergency Services, Portland Bureau of Emergency
Management Neighborhood Net Teams, etc.

iii. Has time and energy to put into the Hoodland Fire Board.

B. Kirk Peterson

i. Active member of the Hoodland Fire District Budget Committee.

ii. Retired lawyer with experience in labor and employment law. Very familiar working with Special Districts and other local governments.

iii. Has time and energy to put into the Hoodland Fire Board.

C. Emily Van Meter

i. Would like to become an actively involved member of the community. Ready to learn and be challenged and take on the new experience.

ii. Lieutenant/ Paramedic and female trailblazer with Tualatin Valley Fire and Rescue. President of the Board for Portland Metro Fire Camp for Girls.

iii. Motivated, has time and energy and would bring a fresh perspective to the Hoodland Fire Board.

D. John Wilson

i. Active member of the community and likes to keep busy.

ii. Variety of experience in business management, entrepreneur, healthcare, financial management, Boy Scouts, National Kidney Foundation, church leadership, etc.

iii. Ready for a challenge and has time and energy to put into the Hoodland Fire Board.

OUT OF ORDER

12. New Business

A. Motion to Appoint a new Board Member

i. All candidates have a lot of great experience and energy. They all have a broad background that would bring skill sets that would be great assets.

ii. Board Member impressions and discussion on the Board candidates and who would work best at Hoodland Fire.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Terrence Niedermeyer to Board
Position #2 for two years.
2ND: By Nora Gambee
DISCUSSION: None
VOTE: Motion Passed 3 Ayes and 1 Abstain. Nora Gambee (Aye), Cliff
Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake
(Abstain)

iii. Thank you to all the candidates who participated in the process.
There are also lots of other opportunities to get involved with
Hoodland Fire including joining CERT, possible Budget Committee
openings, running for the Board in the May 2025 election, Citizen
Planning Committee, etc.

Resumed Agenda

7. Approval of Minutes

A. Board of Directors Meeting Minutes on October 10, 2023

MOTION MADE: By John Drake to approve the Board Meeting Minutes on October
10, 2023.
2ND: By Nora Gambee
DISCUSSION: None
VOTE: Motion Passed 3 Ayes and 1 Abstain. Nora Gambee (Aye), Cliff
Fortune (Aye), Mary Ellen Fitzgerald (Abstain), and John Drake
(Aye)

OUT OF ORDER

11. Unfinished Business

A. Clackamas County Dorman Property Update – Response letter to BCC

i. The Board of County Commissioners would like to meet with the
Hoodland Fire District Board of Directors in a joint Executive
Session. A letter was written to answer more of their questions.

a. Letter edit suggestions: Change the name Carolyn Little to
Caroline Hill. Delete the last paragraph. Adjust the timeline
to move up 1 year.

- d. Hoodland Fire District Board of Directors will plan on having a joint Executive Session with the Board of County Commissioners on Tuesday December 5th at 8:30 PM in Oregon City. The Board will present the letter, show the video, and talk with the commissioners.

B. Budget for project before MOU

- i. \$175,000 was earmarked in the Budget for Phase 1 Planning, but there should be an MOU/IGA from Clackamas County before these funds are spent.
- ii. The Board will select an RFP before the meeting but will not award/negotiate before an agreement is signed with Clackamas County.
- iii. We need to work on a detailed budget for the project.

OUT OF ORDER

12. New Business

B. Motion to remove Jacob Rackley from all the Clackamas County Bank Accounts

MOTION MADE: By Mary Ellen Fitzgerald to remove Jacob Rackley from all the Clackamas County Bank Accounts

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gambia (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye)

OUT OF ORDER

16. Other New Business

A. Swearing In New Board Member

- i. Board Member Terrence Niedermeyer sworn in by Fire Chief Jim Price.

OUT OF ORDER

12. New Business

C. Motion to add Terrence Niedermeyer to all the Clackamas County Bank
Accounts

MOTION MADE: By Mary Ellen Fitzgerald to add Terrence Niedermeyer to all
Clackamas County Bank Accounts

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed 4 Ayes, 1 Abstain. Nora Gambee (Aye), Cliff
Fortune (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), Terry
Niedermeyer (Abstain)

i. Everyone will need to go to the Welches Branch of Clackamas
County Bank to sign the signature cards for the account changes.

OUT OF ORDER

11. Unfinished Business

C. Discussion on RFP Review Process and Budget

i. The RFP evaluation scoring sheet was unclear.

ii. If more than two Board members are involved in the interview/
scoring process, it would have to be in a public meeting.

iii. DC Scott Kline did reference checks and provided the information
to the Board.

iv. An RFP evaluation committee could be formed to evaluate the
packets and have the applicants present. Two Board members,
Fire Chief Jim Price, DC Scott Kline, and a Citizen Committee
Member could meet to evaluate the RFPs, meet with the applicants
and bring the findings to the Board.

v. Nora Gambee and Terry Niedermeyer will be the selected Board
Members.

MOTION MADE: By Mary Ellen Fitzgerald to form an RFP Review Committee to evaluate the RFPs, meet with the applicants, and make a recommendation to the Board. The committee will include Fire Chief Jim Price, DC Scott Kline, Terry Niedermeyer, Nora Gambee, and Dennis Gelphi.

2ND: By John Drake

DISCUSSION: If Dennis is unavailable another Citizen Committee Member will be asked to participate.

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

vi. RFP Review Committee Meeting will be on November 28, 2023 at 9 AM

Resumed Agenda

8. Communications

A. Board Upcoming Reminders:

i. No November Luncheon – Thanksgiving Week

ii. Regular Board Meeting on Tuesday December 12, 2023

iii. December Luncheon Friday December 8, 2023 at 12 PM. Meal: Sausage (in freezer), potato salad (Nora Gambee) and Dessert (Mary Ellen Fitzgerald).

iv. Support Group Christmas Party in December – invitations will be sent out.

MOTION MADE: By Mary Ellen Fitzgerald to have a Special Board Meeting on November 28, 2023 at 7 PM and include RFP selection as an agenda item.

2ND: By John Drake

DISCUSSION: None.

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

B. Thank you letter and \$200 donation from Gary Brandt's family.

9. Reports

A. Chief's Report: Fire Chief Jim Price

- i. Alarm Breakdown: 81 calls in the month of October, 936 YTD. October Turnout time: 2:03 and October Dispatch to Arrival: 10:42. One Structure Fire in Rhododendron (Steiner Cabin), the house was saved but there was quite a bit of damage.
 - ii. Next Civil Service meeting will be in January 2024.
 - iii. \$241,000.00+ payment to C-800 which includes cost sharing of project overruns, final radio equipment payment, and annual dues.
 - iv. Hoping to finish the 2022-2023 Audit by December 31, 2023. Will be going out for another RFP to look for another Auditor.
 - v. Levy is currently passing with 82% approval, not official until December. Posted on Facebook and interviews with the Sandy Post and Mt. Times.
 - vi. Hwy 26 Wildfire Partnership – Group met last week. They applied for a grant but will not know the results until 2024.
 - vii. Plan to move the Division Chief's back to a traditional weekday schedule in January 2024. All Chief's will take turns as Duty Officer on the weekends.
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B. Staff Report: DC Brian Henrichs

- i. Copy of a letter that was sent to ODOT. Some of these concerns are already being addressed.
 - ii. Applying for the SDIS Grant towards fencing at Brightwood Station or towards additional Fire Com Headsets.
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C. Staff Report: DC Scott Kline

- i. Multiple access and water supply plans review.
 - ii. Fire Inspections with volunteer Viviana. In December each of the shifts will be assigned two inspections per month.
 - iii. Installing smoke alarms for homeowners in need.
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iv. Working with community groups wanting to become certified Firewise communities and working with current Firewise communities on recertification.

v. Slip on unit for the Spire Grant Vehicle is almost completed. The vehicle will need to be brought to Medford for installation.

10. Finance: Office Administrator Kelli Ewing

A. November is the month where we get most of our tax deposits. So far this month we have collected \$296,000.00 but we will be receiving several more deposits this month.

B. Bank Account balances reconciled as of 10/31/2023 and the 2023-2024 YTD Budget Report.

C. FY 2022-2023 Audit, all documents have been submitted including the additional testing samples. Hoping to have the audit completed by the end of the year, but it will depend on how long their review process takes.

11. Unfinished Business

D. Engagement letter with SDAO Advisory Services

i. David Ulbricht has provided us with Bond information. If we want to keep consulting with him, we will need to enter into an agreement.

ii. There is no charge from SDAO Advisory Services unless a Bond is passed.

iii. This will be tabled until the Special Board Meeting on November 28, 2023.

E. Volunteer Relations Update

i. Meeting with CERT and working through issues.

ii. Trying to find a volunteer who would like to be involved with promoting the District on social media.

12. New Business

D. Emergency Preparedness Plan

- i. Recommended by SDAO and needs to be put in place to get the Best Practices Credit.
 - ii. This will be a living document that will be updated as needed.
 - iii. Appendix A has a list of our vendors and contact information.
 - iv. It will be kept in the Communications Room and shared with members.
 - v. An Emergency meet-up location will be added.
 - vi. HFD also has a Continuity of Operations Plan – needs updated.
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13. Motion to Pay Bills

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By John Drake

DISCUSSION: Cliff Fortune declares a potential conflict of interest due to a reimbursement check.

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

14. Board Member Comments

A. John Drake – Board position information will need to be updated on the website. An HFD email will also need to be created.

B. Cliff Fortune – Congratulations Terry and thank you to all the other Board Member candidates. We should do a plaque/picture for Gary Brandt on the Memorial Wall. The Memorial Wall also needs to be updated with other members who have passed away.

C. Mary Ellen Fitzgerald – Congratulations Terry.

15. Executive Session. None

16. Other New Business.

B. Shirley Dueber Acknowledgement – Would like to publicly present Shirley with a check with the community donations collected. The funds are not coming from HFD. The check could be presented at the December Luncheon vs the December Board Meeting.

17. Adjournment by Nora Gambee at 9:58 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator