

HOODLAND FIRE DISTRICT #74
JOINT BOARD OF DIRECTORS AND LOCAL CONTRACT
REVIEW BOARD MEETING MINUTES
MARCH 14, 2023

Board Members: Nora Gambee, Jacob Rackley, Cliff Fortune, Shirley Dueber, and Mary Ellen Fitzgerald. All five voting members in attendance.

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

Guests: Peter Himes, Debra Himes, Caroline Simpson (Zoom), Dona Rogers (Zoom), Jessica Rackley (Zoom), Dani Wolf, and Clackamas County Commissioner Mark Shull.

1. Call to Order the Joint Meeting of the Board of Directors and the Local Contract Review Board: By Cliff Fortune at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Clackamas County Commissioner Mark Shull
4. Persons to be Heard on any topic. None.
5. Public Hearing:
Joint Public Hearing regarding Resolution No. 2023-01 Amending Public Contracting Rules for the Hoodland Fire District #74

The public hearing will be held for the purpose of taking comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.
6. Persons to be Heard regarding the Resolution Amending Public Contracting Rules. None.
7. Resolution No. 2023-01: Joint Resolution of the District Board and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules of the Hoodland Fire District #74.

MOTION MADE: By Mary Ellen Fitzgerald on behalf of Hoodland Fire District #74 and the District's Local Contract Review Board to adopt Resolution No. 2023-01: Joint Resolution of the District Board and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules of the Hoodland Fire District #74.

2ND: By Jacob Rackley

DISCUSSION: This is an update to the Public Contracting Rules that were previously adopted. This was drafted by attorneys and allows us to be exempt from some of the Attorney General's Model Public Contracting Rules. This allows for more flexibility when choosing bidders so that we are not required to take the lowest bid, we can take the one that best suits our needs.

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

8. Approval of Minutes

A. Board Meeting Minutes February 14, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the February 14, 2023 Board Meeting Minutes as submitted.

2ND: By Nora Gambee

DISCUSSION: None

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

9. Communications

A. Board Upcoming Reminders

i. Regular Board Meeting Tuesday April 11, 2023 at 7 PM

B. Thank you letter from Nate Boyce a FF/Paramedic from Colorado who was first on scene to an injured skier. He wanted to commend AMR and Hoodland Fire crews for a job well done!

C. Amazon local warehouse donated some misc. supplies to Hoodland Fire.

D. Mt. Times Article on Hoodland Fire District and the Dorman Property.

E. Letter to Clackamas County Commissioners from Jerry and Kaye Gomes in support of Hoodland Fire District receiving the Dorman Property.

F. Safety Meeting Minutes February 8, 2023

Board Suggestion: We should contact Amazon regarding the possibility of cash donations.

10. Reports

A. Chief's Report: Fire Chief Jim Price

i. Alarm Breakdown for February 2023: 87 calls for service. Average Turn Out Time - 2:22 minutes and Average Dispatch to Arrival - 11:38 minutes. Will be providing more detail on alarms at the next meeting.

ii. Meetings attended included Board Meetings, Staff Meeting, Fire Defense Board, Hwy 26 Wildfire Partnership, etc.

iii. Hwy 26 Wildfire Partnership meetings are the 2nd Wednesday of the month and everyone is invited. Currently working on an evacuation drill, Lolo Pass project – fuels demonstration, and Wildfire Awareness Fair at Timberline Lodge.

iv. HFD Lieutenant's Testing Process will be in May 2023 and all three Firefighters can test.

v. Staff Housing – Found a contractor who can do the work to add a privacy wall in the FF Office and upgrade the window in the Lt. Office.

vi. Auditor RFP – Only received one response so far. The response said that their firm is no longer doing Municipal Auditing. It is getting difficult to find auditors that are willing to do auditing for Local Governments.

vii. Draft Audit for 2021-2022 is now completed, waiting on the final.

viii. Public Contracting Rules have now been updated.

ix. Renewing Levy discussion and process will be in May 2023. Considering changing the language for the next ballot. There were some points brought up in the EMS evaluation of Clackamas

County regarding too many Paramedics which leads to skill degradation. More discussion is needed regarding future staffing plans to possibly include hiring EMTs versus only Paramedics.

x. COVID-19: Starting in April 2023, the State of Oregon is lifting the mask requirement for Healthcare settings.

xi. DC Scott Kline will provide a grant update.

B. Staff Report: DC Brian Henrichs

i. Meetings attended included Board Meeting, Verkada (Security Camera Options), EMS Council Strategic Planning Committee, EMS Response Reduction Sub-Committee, Response Time Compliance Sub-Committee, and Stryker (Cardiac Monitors).

ii. Training: Training is being offered daily, weekly, and monthly. Lt. Jarvis attended a Leadership Training at DPSST. Will be hosting a joint forcible entry training with HFD and Estacada Fire Recruits.

iii. Apparatus/Maintenance: E-351 is being repaired. The Ford Fusion has been sold through the State of Oregon Surplus.

iv. Cameras: Installed the rest of the cameras. Planning to purchase more with the SDAO grant funds. Plans to install viewing stations to be able to view the cameras in real time.

C. Staff Report: DC Scott Kline.

i. SPIRE Grant High Axel Rescue - budgeted \$43,000.00 for retrofitting the vehicle including adding a Slip-On Unit.

ii. Applied for a VFA grant to go towards the cost of the Slip-On Unit. We were first turned down, but then received notification that we were awarded up to \$7,640.00 towards the purchase. This is a matching grant so we will need to pay another \$7,640.00 plus the additional costs not covered. The quote is around \$35,300.00 for the cost of the Slip-On Unit. To receive the grant funds, the money must be spent by March 31, 2023.

iii. Board Motion is needed to approve entering into an agreement with Cascade Fire Equipment to build the Slip-On Unit and to pay a down payment of \$15,280.00 (\$7,640.00 VFA Grant + \$7,640.00 HFD Match).

iv. The Slip-On Unit will be like what we are currently using in the Brush Trucks except it will be a gas motor so it can share fuel with the vehicle. The Slip-On Unit can be removed if the vehicle is deployed by the Office of Emergency Management.

v. Down the road the vehicle will also need a lighting package and storage compartments installed.

11. Finance: Office Administrator Kelli Ewing

A. YTD Budget Report from QuickBooks.

B. All tax monies that we were expecting have been received.

C. At the February 2023 Board Meeting, the Board approved the \$94,000.00 payment to C-800, so the funds were transferred, and the check was cut.

D. FY 2021-2022 Audit is almost completed.

E. Board Secretary-Treasurer Mary Ellen Fitzgerald recently sat down and reviewed the Overtime tracking with Kelli Ewing.

12. Unfinished Business

A. Clackamas County Dorman Center Property Update

i. Clackamas County Commissioner Mark Shull

a. The Dorman Center Property is still under property negotiations and the specific contract details and numbers are not able to be discussed in an open meeting.

b. After the Hoodland Parks District Ballot Measure failed, Clackamas County Commissioner Mark Shull suggested transferring the property to Hoodland Fire District #74 for \$1.00. This plan was not supported by the other Clackamas County Commissioners.

c. A lease/option to buy plan for the two Dorman Center Parcels has been reviewed by the Clackamas County Commissioners. The 5-year lease would include monthly payments that would be reduced by credits. Credits would include a 1/3 reduction for maintaining the property, a 1/3 reduction for maintaining the community garden, and a 1/3

reduction for maintaining the park and ride. There would also be a \$6,000 security deposit. After five years if the funding has been procured for a new station, the purchase price would be reduced by the amount previously paid in the lease and be reduced by additional credits. Additional credits would include: credit for maintaining the property, credit for maintaining the community garden, credit for maintaining the park and ride, and credit for including a community meeting space in the design of the new Fire Station.

d. The Dorman Property was acquired by Clackamas County in 1941 via a tax foreclosure. ORS allows the County to transfer the property at a cost (minimum \$1.00) or sell the property through a Sheriff Auction.

e. The current land value of the two properties is estimated around \$700,000. The transfer of the property will greatly help the Fire District with the goal of building a new Fire Station.

f. Staff from the Clackamas County Commissioners Office will contact Hoodland Fire District #74 regarding setting up a Joint Board Meeting with a closed Executive Session to discuss the numbers and come to an agreement.

g. Staff from the Clackamas County Commissioners Office will provide information to the Board for review before the Joint Board Meeting.

ii. Board Discussion

a. Depending on the numbers and the final cost of the lease is low enough it would be foolish not to agree.

b. We should have our Attorney John Watts attend the Joint Board Meeting with the Clackamas County Commissioners.

c. The meeting will have to be advertised to meet the public meeting requirements even if the public cannot attend the closed Executive Session.

d. Staff from the Clackamas County Commissioners Office will be contacting Hoodland Fire District to set up a Joint Board meeting. The meeting will most likely take place in Oregon

City. Their Executive Sessions are usually on Tuesday mornings.

e. HFD Board Members have busy schedules but will make an effort to be available to attend a Joint Board Meeting with the Clackamas County Commissioners. Nora Gambee is busy Mondays and Tuesdays. Shirley Dueber is busy Tuesdays and Wednesdays. Jacob Rackley's schedule rotates but in the next few weeks he is available on Tuesdays or Thursdays. Later in the day or a Friday might work best.

f. The Community Garden would like to know when an agreement is expected to be reached. The Garden has a written agreement in place until November 1st. Dani Wolf would like to be kept updated on the progress.

B. Volunteer Relations Update

i. Continuing to work through the issues of moving the sleeping areas inside the building.

ii. Second Reading of Policy #530 Meritorious Award Program under New Business.

iii. Would like to start putting together an Awards Banquet.

iv. Student Program candidates are being interviewed.

v. Considering increasing our Student Program Budget to add more spots and possibly adding additional incentives to attract more candidates.

C. Fire Alarm System Update

i. Waiting on the State Fire Marshal to sign off on an exception for allowing a residential fire alarm system to be used versus a commercial fire alarm system. There has been a lot of staffing changes, so we are still on hold.

ii. There also might be some adjustments that need to be made to the Fire Alarm System if we are adding interior walls to make bedrooms.

iii. Members of the bargaining unit are not fully on board with the suggested interior changes. The Fire Chief has requested a consensus from the bargaining unit to make a change, but this has not happened. The bargaining unit was told they could talk to the Board and give their input. Nora Gambée has offered to meet with the staff and volunteers and listen to their thoughts. The Board is pleased that the staff feels comfortable reaching out to them.

13. New Business

A. Appoint a New Budget Committee Member to a 3 Year Term

i. Jeremy Goers has agreed to serve on the Budget Committee.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Jeremy Goers to a 3-year term on the Budget Committee [Term Expires 12/31/2025]

2ND: By Jacob Rackley

DISCUSSION: Jeremy Goers lives locally and works for USFS. He has also presented information to the Board in the past.

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

B. Second Reading of Policy #530 Meritorious Award Program

MOTION MADE: By Nora Gambée to approve the second reading of Policy #530 Meritorious Award Program

2ND: By Jacob Rackley

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)

C. Cascade Fire Equipment – Slip On Unit

i. The bid was through a Cooperative Purchasing Agreement, so all of the purchasing requirements have been met.

MOTION MADE: By Mary Ellen Fitzgerald to authorize entering into an agreement with Cascade Fire Equipment to purchase the Slip-On Unit 300 Gallon Pump Package for the High Axle Unit.

2ND: By Nora Gambée

DISCUSSION: Concerns regarding maintenance on a vehicle that is custom built. The manufacturer has been assisting with maintenance and they are very responsive. OEM has approved Fire Districts to add a slip-

on unit if it can be removed to be deployed. The vehicle can also be maintained at CFD#1 where we have a contract for vehicle maintenance. The parts are not custom, it was built using parts designed for other vehicles.

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

14. Motion to Pay Bills

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

2ND: By Jacob Rackley

DISCUSSION: Cliff Fortune declared a potential conflict of interest for his reimbursement check from the SDAO conference. Mary Ellen Fitzgerald declared a potential conflict of interest for her reimbursement check from the SDAO conference. Nora Gambée declared a potential conflict of interest for her reimbursement check from the SDAO conference.

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

15. Board Member Comments

A. Shirley Dueber – Concerned about getting the Dorman Property.

B. Nora Gambée – Thank you to Scott Kline on all the work you have been doing with the Dorman Property project and for being interviewed for the Mountain Times article.

C. Jacob Rackley – AMR also received a thank you letter from Nate Boyce, the FF/Paramedic from Colorado who thanked AMR and Hoodland Fire crews for a job well done! Still concerned about the unburied power lines. There are buried powerlines near Timberline Rim Subdivision, but the issue is that the feeder lines along Barlow Trail Road are not buried. This has become a big issue because there have been multiple power outages in that area this year!

D. Mary Ellen Fitzgerald – Sandy Fire is now contracting for services with Clackamas Fire and the firefighters will all be Clackamas Firefighters. Hoodland Fire is the only governmental agency that is dedicated to serving Hoodland only. A new fire station with a community room would be a great asset for the community! Concerns about people not having access to a hard-wired landline for emergencies due to rising costs. Cell

Phones and VOIP phones don't always work when the power is off. Would like the Board to contact the P.U.C. to advocate for locals who are frequently out of power and need access to affordable landlines.

E. Cliff Fortune – Appreciates Clackamas County Commissioner Shull for coming to talk with the Board. Looking forward to the Joint Board Meeting with the Clackamas County Commissioners.

16. Executive Session. None

17. Other New Business

A. Restarting the Board Lunches

i. All staff and volunteers are invited to come and eat and chat with members of the Board.

ii. Board Lunches will be on the Last Friday of the Month at 12:00 PM.

iii. First Board Lunch will be Friday March 31, 2023 and DC Brian Henrichs will be cooking ribs.

18. Adjournment of the Joint Meeting of the District Board of Directors and Local Contract Review Board by Cliff Fortune at 8:34 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator