

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
NOVEMBER 12, 2024

Board Members: Nora Gambee, Cliff Fortune, John Drake, Mary Ellen Fitzgerald, and Terry Niedermeyer. Five voting members in attendance.

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

Guests: Brenda Bartlett [Sensiba] (Zoom)

1. Call to Order: By Nora Gambee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Cliff Fortune
4. Persons to be Heard. None
5. FY 2023-2024 Audit Review by Brenda Barlett, Sensiba
 - A. Independent Auditors Report, reviewed pages 1 - 3 of the letter.
 - B. Recommendation to talk to Bond counsel about Cash Basis vs. Accrual.
 - C. Review of pages 26 – 27 of the Independent Auditor’s Report. Hoodland Fire District was found to be compliant with all rules and regulations and there were no deficiencies found.
 - D. Best Practices: Sole Source needs to be documented. There needs to be a Board Motion and Advertisement. Discussion on segregation of duties, Fire Chief does not need to be the one to take the deposits to the bank.
6. Fire Station Project
 - A. DC Kline will be meeting with David Ulbright to begin preparations for the upcoming bond. The bond packet must be submitted by February 4, 2025.
 - B. Renderings for the new fire station are expected soon, with the cost estimate anticipated in December.
 - C. A presentation for the Hoodland CPO Meeting is scheduled for November 21, 2024.

D. An extension of the Otak contract is needed by December to avoid work stoppage after December 31, 2024.

i. The Board expressed frustration that Otak has not followed through on their commitment to secure funding. However, it was noted that it is still early in the process for grants. Currently, the team is meeting with representatives and researching potential grants and private funding sources. Grant paperwork will be available for submission in January.

E. Board Comments on Floor Plan

i. The Board suggested increasing the size of the community room and reducing the size of the physical training (PT) room.

ii. There is concern about the number of rooms in the design that may be underused. While some areas might seem excessive now, they will almost certainly be necessary in the future. The study area was mentioned as a potential space to downsize, although it serves as a quiet area for students to study.

iii. The Board requested that the recliners be removed from the floor plan, as they give the space more of a clubhouse look than that of a fire station. To improve the public image, it would be better to just label the area as "dayroom" instead.

iv. A sign at the corner of Hwy 26 and Salmon River Rd for the new station was suggested, as the new station will not be visible from the highway.

H. Mackenzie Engineering is currently evaluating the feasibility of reducing the design by approximately 3,000 feet.

i. The Board expressed frustration over the lack of itemized bills from Mackenzie.

I. Station Project Open House

i. The link to the Online Open House is now available on the website under the Main Station Project heading. A comment section has been added for community input.

ii. Information is still being compiled from the Station Project Open House. There were a lot of vendors, but the board felt that the value did not align with the amount paid. There was a sense that much of the content was “fluff” with limited substance. The Board did appreciate the opportunity for the community to view the building plans and provide input on the architectural design.

iii. PR Firm, JLA will focus primarily on online activities and will no longer have an onsite presence going forward. This change is expected to reduce costs. JLA will continue to support the project with website content, media releases, and mailings.

iv. Next Station Project Open House is tentatively scheduled for January 16, 2025.

7. Approval of Minutes

A. Special Board Meeting Minutes on October 1, 2024

MOTION MADE: By Terry Niedermeyer to accept the Special Board Meeting Minutes on October 1, 2024

2ND: By John Drake

DISCUSSION: None.

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

B. Board of Directors Meeting Minutes on October 8, 2024

MOTION MADE: By Cliff Fortune to accept the Board of Directors Meeting Minutes on October 8, 2024

2ND: By Terry Niedermeyer

DISCUSSION: None.

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

C. Work Session Minutes on October 29, 2024

MOTION MADE: By John Drake to accept the Work Session Minutes on October 29, 2024

2ND: By Cliff Fortune

DISCUSSION: Next steps will be addressed at the Work Session on December 3, 2024.

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

8. Communications

A. Board Upcoming Reminders

i. District Luncheon December 13, 2024 at 12 PM. Nora Gамbee and Cliff Fortune will host.

a. No district luncheon in November due to Thanksgiving. Will combine November/December luncheon.

ii. Regular Board Meeting Tuesday, December 10, 2024, 7 PM

iii. SDAO Conference February 6 – 9, 2024 in Bend, OR.

a. John Drake, Cliff Fortune and Mary Ellen Fitzgerald will attend the conference.

B. Thank you card from Church on the Mountain.

C. Thank you card and meat from a resident.

D. Thank you card and gourmet cookies from a patient.

E. Thank you card, cookies, and pizza gift certificate from a resident.

F. Thank you card to DC Kline for presentation.

G. Donation received of \$2,500.00. Will be deposited in the General Fund and will be used towards brush chipping in next year's budget.

H. Safety Meeting Minutes on October 25, 2024

9. Reports

A. Chief's Report: Fire Chief Jim Price

- i. Events this month were Open House and Spook Alley.
- ii. Call Count: 57 calls in October with total calls this year being 838. Average Turnout time 1:53 and Average Time to Arrival 11:58. One structure fire and a couple of car fires. Most calls were EMS.
- iii. Civil Service – Five Chief's interviews. Interviewed all Paramedics and top two EMT A. Will be making an offer on Thursday pending physical and background check, with a tentative start date of January 1, 2025.
- iv. Hwy 26 Partnership Meeting November 13, 2024.
- v. Still working on the Type 3 Engine.

B. Staff Report: DC Brian Henrichs – No Report

C. Staff Report: DC Scott Kline

- i. Fire Station Project – ongoing.
- ii. ESO integration is ongoing, continuing to work on data transfer.
- iii. Fire Prevention – A Firewise assessment will be done at Brightwater Estates on Friday, December 13, 2024, at 11 AM.
- iv. Wildfire symposium was attended by DC Kline.
- v. Debris collection event was held through the partnership at the Dorman Center. Hoodland fire did not participate.
- vi. Grants.
 - a. SDAO Cybersecurity Grant submitted and accepted for consideration.
 - b. FEMA grant application closes December 20, 2024. It covers a wide range of potential uses. Water Tender replacement may be a possibility, and it is next on the replacement schedule.

10. Finance

- A. Savings – Emergency and Cell Tower Savings accounts were closed. The balances were deposited into the Main Checking account and the Cell Tower Savings balance was transferred into the General Fund LGIP account.
- B. Year-To-Date Budget Report updated as of today.
- C. Transaction Report is current and includes all checks from today.
- D. Most of the tax revenue is expected to come in this month, with the first large tax deposit of approximately \$228,000 already received.

11. Unfinished Business

- A. Volunteer Relations Update
 - i. The Strategic Plan will be discussed at the meeting on December 3, 2024. A representative from CERT and support teams will be attending, though a response from the combat volunteers is still pending. Chief Price will reach out to them for participation.

12. New Business

- A. Board Update on OFDDA Conference
 - i. The Board felt the conference went very well and was highly informative. The Board expressed interest in identifying individuals in the community or within the department who could assist with grant writing. Some of the topics discussed included the Nurse Navigation Program, recruitment for future firefighters in schools, ADA compliance, and communication rules.
 - ii. Possible updates to OSHA rules may be coming, which may be costly and have significant impacts. OFDDA suggested all departments write a letter to OSHA.
- B. Fire Chief Evaluation
 - i. Will be completed after Strategic Plan completion.

C. Chipping RFP

- i. The RFP for chipping services closed at the end of last month. Simon's Tree Service was the only company to submit a proposal, quoting \$4,000 per day, which is the same rate as last year.

MOTION MADE: By Terry Niedermeyer to accept the bid from Simon's Tree Service for Chipping.

2ND: By John Drake

DISCUSSION: Lots of money but provides a lot of equipment.

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

D. Resolution #2024-04 Resolution for Inclusion under the State of Oregon Deferred Compensation Plan

- i. This resolution is set up an account with the Oregon Savings Growth Plan. This will offer employees the option of participating in this tax-deferred retirement savings plan with contributions made through payroll deductions. The resolution ensures compliance with the plan's eligibility criteria and terms. There are no employer costs.

MOTION MADE: By John Drake to adopt Resolution #2024-04 Resolution for Inclusion under the State of Oregon Deferred Compensation Plan.

2ND: By Terry Niedermeyer

DISCUSSION: None.

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

E. Board Lunches – Possible Change in day of the week

- i. Consider asking Evan about scheduling future district luncheons on Drill days to encourage a higher attendance.

F. Review 2025 – 2026 Budget Committee Members

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

- ii. James Nice – (Expiring) [Position 2: Term Expires 12/31/2024]
A letter will be sent asking James if he would be willing to serve another term on the Budget Committee.

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

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

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

G. Agenda suggestions for next month's meeting. None.

13. Motion to Pay Bills

MOTION MADE: By Cliff Fortune to Pay Bills

2ND: By Nora Gambee

DISCUSSION: Itemization from Mackenzie is needed

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

14. Board Member Comments

i. John Drake – Oregon Trail School District is going out for a Bond in May.

ii. Cliff Fortune – Thank you to Chief Price, DC Kline, DC Henrichs and Office Administrator Kelli Ewing for working hard on the New Station Project and on grants.

15. Executive Session. None.

16. Other New Business. None.

17. Adjournment

MOTION MADE: By John Drake to adjourn the meeting.

2ND: By Terry Niedermeyer

ADJOURNMENT: By Nora Gambee at 9:39 PM

Respectfully Submitted,



Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant