

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**FEBRUARY 14, 2023**

**Board Members:** Nora Gambée, Jacob Rackley (Zoom), 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, Kelli Ewing; Office Administrator, and Gary Brandt (Zoom).

**Guests:** John Drake.

1. Call to Order: By Cliff Fortune at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by Mary Ellen Fitzgerald

4. Persons to be Heard. None.

5. Approval of Minutes

A. Board Meeting Minutes January 10, 2023

MOTION MADE: By Nora Gambée to approve the January 10, 2023 Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: Shirley Dueber will abstain because she did not attend this meeting.

VOTE: Motion Passed: 4 Ayes, 1 Abstain. Nora Gambée (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Abstain)

B. Special Board Meeting Minutes January 17, 2023

MOTION MADE: By Nora Gambée to approve the January 17, 2023 Special Board Meeting Minutes as submitted.

2ND: By Jacob Rackley

DISCUSSION: Mary Ellen Fitzgerald and Shirley Dueber will abstain because they did not attend this meeting.

VOTE: Motion Passed: 3 Ayes, 2 Abstains. Nora Gambée (Aye), Mary Ellen Fitzgerald (Abstain), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Abstain)

6. Communications

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A. Board Upcoming Reminders

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- i. Joint Board of Directors Meeting and Local Contract Review Board Public Hearing Tuesday March 14, 2023 at 7 PM
  - ii. Clackamas County Board Elections: Position #1 and Position #2
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B. Safety Meeting Minutes January 11, 2023

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7. Reports

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A. Chief's Report: Fire Chief Jim Price

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- i. Alarm Breakdown for January 2023: 98 calls for service. Average Turn Out Time - 2:25 minutes and Average Dispatch to Arrival - 12:22 minutes.
  - ii. Meetings attended included Board Meetings, Staff Meeting, Fire Defense Board, Hwy 26 Wildfire Partnership, OSFM Meeting, Civil Service Meeting, etc.
  - iii. The Civil Service certified HFD's Entry Level Firefighter List with two candidates. They are open to the concept of an open continuous Firefighter testing process. HFD Lieutenant's Exam Process was approved and all three Firefighters can test.
  - iv. Staff Housing – In progress, the District needs to upgrade the Fire Alarm System. Meeting with contractors regarding adding privacy wall in the FF Office and upgrading the window in the Lt. Office.
  - v. Fire Inspections/Company Inspections - Class completed and program is in progress, plans for inspections to start around March 2023.
  - vi. Auditor RFP for Auditing Services under New Business.
  - vii. Public Contracting Rules Update will be on the agenda in March for adoption.
  - viii. Levy 2023 – Pre-Levy information for Board Members to review comments should be directed to Fire Chief Jim Price.
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- ix. Hwy 26 Wildfire Partnership Meeting on the Second Wednesday of the month.
- x. Wildfire Preparedness Day at Timberline on May 13, 2023. Hoodland Fire and other partners will be participating in this event.
- xi. Fire Chief has scheduled vacation dates in April, June, July, and November 2023.

B. Staff Report: DC Brian Henrichs

- i. Meetings attended included Board Meeting, Community Wildfire Mitigation Team, Safety Meeting, MAWS, CCOM Fire Users, etc.
- ii. Training: HazMat Ops and Awareness class - 12 members received their DPSST certifications. Training is being offered daily, weekly, and monthly.
- iii. Apparatus/Maintenance: Ford Fusion has been brought to the State Surplus for auction. IGA with Clackamas Fire District #1 for fleet maintenance is working out well. Considering adding light duty trucks when a new contract is signed.
- iv. January Safety Committee Meeting Minutes in packet. Sue Kailey would like to be a co-chair with a paid firefighter. The meetings could rotate to accommodate schedules. February Meeting – Main Station Facility Inspection was completed.
- v. New shelves in the Caboose were built by FF Kish to organize the hose.
- vi. CERT shed will be disposed of and CERT can store items inside the station.
- vii. Received an offer for the Air Trailer for trade for services. This will require accounting tracking to satisfy the auditors.
- vii. Ford Fusion hasn't been listed for auction yet. It will first be offered to Governmental Agencies to purchase before it goes to the General Public Auction for bidding. The "buy it now" price was set at \$6,000.00. Estimate to receive payment is 5-6 weeks.

C. Staff Report: DC Scott Kline.

i. Firewise Communities - Met with Marion Road Community and Lamoreaux's (Henry Creek) who are both interested in becoming Firewise Communities. Ant Farm is assisting with performing Wildfire Risk Assessments.

ii. Firewise Grant – Received partial reimbursement from ODF. Continuing to reimburse residents who have completed work.

iii. Attending Government Camp CPO meetings.

iv. Received 2022 Fire Code book and the new code is now in effect.

8. Finance: Office Administrator Kelli Ewing

A. YTD Budget Report from QuickBooks. New file has condensed line items.

B. ADP and Infitime continuing to work through customizing the programs to our unique situation.

C. Once Infitime is set up, employees will log their time in the program and it will be sent for review. Employees will continue with paper timecards for a while to make sure the system is working.

Board Concern: Overtime - Board Members want to be able to monitor overtime by seeing a breakdown report.

D. ADP and Infitime Programs will allow for additional reporting capabilities.

9. Unfinished Business

A. Clackamas County Dorman Center Property Update

i. Clackamas County Commissioners received our IGA and reviewed it. Received a response email with a proposal for a counter offer of a lease or an option to buy.

ii. The proposal also estimated the Dorman properties Base Value at \$729,764.00.

Board Suggestion: Send letters to politicians asking for support to donate the land to Hoodland Fire District #74. Frustrating that they were going to donate to the Hoodland Parks District, but they won't donate to the Fire District.

Board Suggestion: Invite more community leaders with expertise (Accountant, Engineer, Communications, Real Estate, Project Management, Politicians) to join the facilities planning committee to strategize.

Board Suggestion: Attending the Clackamas County Commissioner meetings and off the record conversations with the Commissioners aren't accomplishing anything. There needs to be responses ready to be said on the record at the meetings.

- iii. DC Scott Kline will participate in an interview with the Mt. Times. The article will help alleviate rumors and encourage the community to contact their representatives if they want to support the Fire District getting the Dorman Property.

Board Suggestion: It might be a more efficient use of time to either decide to buy the property or hire a professional negotiator who is familiar with property law.

Board Suggestion: Contact SDAO and John Watts regarding a recommendation for a professional negotiator.

Board Suggestion: The Board should be confident in their position and have a plan clearly laid out for how important the land is and set a dollar limit for how much to invest.

MOTION MADE: By Mary Ellen Fitzgerald to direct Fire Chief Jim Price to engage a professional negotiator/attorney to assist us in procuring the Dorman Property and is authorized to spend up to \$10,000.00.

2ND: By Nora Gambee

DISCUSSION: None

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

## B. Volunteer Relations Update

- i. Advertising Student Program on Daily Dispatch, Website, and Facebook.

## C. Fire Alarm System Update

- i. The quote we received to update our current system was for a residential system.
- ii. Approval from the State Fire Marshal's Office is needed to sign off on an exception for having to upgrade to a commercial fire alarm system.

- iii. In the process of contacting contractors regarding adding a divider wall in the FF Office and upgrading the window for the Lt. Office.

10. New Business

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

- i. One position is still vacant, no applicants.
- ii. Continue to spread the word to community members.

B. Confirm Budget Committee Members

- i. Karen Rogers – Active [Term Expires 12/31/2023]
- ii. James Nice – Active [Term Expires 12/31/2024]
- iii. Kirk Peterson – Active [Term Expires 12/31/2023]
- iv. Rhiannon Nicholson – Renewing [Term Expires 12/31/2025]

MOTION MADE: By Nora Gambee to renew Rhiannon Nicholson’s term on the Budget Committee [New Term Expires 12/31/2025]

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

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

MOTION MADE: By Mary Ellen Fitzgerald to confirm Karen Rogers, James Nice, Kirk Peterson, and Rhiannon Nicholson as the 2023-2024 Budget Committee.

2ND: By Nora Gambee

DISCUSSION: None

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

C. First Reading of Policy #530 Meritorious Award Program

- i. This was originally a SOG and some adjustments have been made.

MOTION MADE: By Nora Gambée to approve the first reading of Policy #530  
Meritorious Award Program  
2ND: By Shirley Dueber  
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)

D. 2022 Public Contracting Rules Update

- i. Major changes include the increase to the small procurement threshold for public improvement contracts from \$5,000.00 to \$10,000.00 and that public hearings are no longer required for public improvement contract exemptions.
- ii. There are advertising requirements, so the adoption of the changes will be completed at the March 14, 2023 Board Meeting. The March 14, 2023 Board Meeting will be advertised as a Joint Board of Directors Meeting and Local Contracting Review Board Public Hearing.

E. RFP for Professional Auditing Services

- i. Modified an RFP from another Fire District and the draft was reviewed by HFD Attorney John Watts.
- ii. The RFP will be advertised in the Sandy Post and Daily Journal of Commerce. Local Municipal Auditing firms will be sent the RFP through direct mail.
- iii. Finishing up the Capital Asset register to finalize the FY2021-2022 Audit.
- iv. The agreement with Pauly Rogers did not have any repercussions for delays, but this new RFP will give us some grounds if there are issues.

F. C-800 Radio Purchase Payment

- i. Budgeted \$94,214.00 to pay C-800 fees. Tax monies have been received so we could pay this towards the \$215,807.00 of expenses due.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Fire Chief Jim Price to make a payment of the budgeted \$94,214.00 to C-800 Radio Group.

2ND: By Nora Gамbee

DISCUSSION: Frustration regarding making payments to an organization who is so over budget. This payment is not for the overage, it is for equipment not covered under the tower rental offset agreement.

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

#### 11. Motion to Pay Bills

MOTION MADE: By Nora Gамbee to pay all bills as submitted.

2ND: By Shirley Dueber

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 the Government Camp Firewise Grant reimbursements.

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

#### 12. Board Member Comments

A. Jacob Rackley – Still concerned about the unburied power lines.

B. Nora Gамbee – Enjoyed time at the SDAO conference. There were great speakers and received a lot of great information, especially learning how to deal with the legislature.

C. Shirley Dueber – Concerned about getting the Dorman Property and taking the right steps to get the land donated from Clackamas County.

D. Mary Ellen Fitzgerald – Enjoyed time at the SDAO conference. Learned more about why Special Districts were excluded from receiving any of the ARPA relief funds. National Special Districts now has hired a full-time lobbyist to advocate for Special Districts. Special Districts are not well understood, so we need to work on educating the public and our representatives.

E. Cliff Fortune – Thanks to HFD for sending the Board Members to the SDAO conference. The money is well spent for the education received. Jacob Rackley, please run for the Board again because your insights are appreciated.



13. Executive Session under ORS 192.660 (d) Conferring with persons designated by the Board to handle labor negotiations.

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RECESS from Regular Session at 9:14 PM

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RECONVENE into Executive Session at 9:17 PM

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A. Discussion on Collective Bargaining.

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ADJOURNMENT from Executive Session at 9:48 PM

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RECONVENE into Regular Session at 9:49 PM

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14. Other New Business. None

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15. Adjournment by Cliff Fortune at 9:49 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator