

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
NOVEMBER 8, 2022

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

Staff: Jim Price; Fire Chief, Scott Kline; Division Chief, Brian Henrichs; Division Chief, Kelli Ewing; Administrative Assistant, Lt. Evan Jarvis, Lt. James Lucas, and Gary Brandt.

Guests: Indy Lucas, Larry Traxler, and Linda Traxler.

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

2. Roll Call

3. Pledge of Allegiance: Led by Nora Gамbee

4. Persons to be Heard. None

5. Swearing In Ceremony

A. James Lucas, Lieutenant

i. Lt. James Lucas was sworn in by Fire Chief Jim Price and pinned by wife Indy Lucas.

B. Aaron Marshall, Firefighter. Rescheduled to the December Board Meeting.

6. Approval of Minutes

A. Board Meeting Minutes October 11, 2022

MOTION MADE: By Mary Ellen Fitzgerald to approve the October 11, 2022 Board Meeting Minutes as submitted.

2ND: By Nora Gамbee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Aye), and Jacob Rackley (Aye) [Shirley Dueber (Absent) and Cliff Fortune (Absent)].

7. Communications

A. Board Upcoming Reminders

i. Regular Board Meeting Tuesday December 13, 2022 at 7 PM

ii. SDAO Conference February 9-12, 2023 in Sunriver.

a. Nora Gambee and Mary Ellen Fitzgerald are planning to attend.

B. Safety Committee Meeting Minutes October 12, 2022

i. November 7, 2022 Safety Incident: A tree fell on the Government Camp Station, tree was removed by Simon Burke.

ii. November 6, 2022 Safety Incident: Trespassing, vandalism, and threat incident at the Main Station. Vehicle damaged and 800 radio stolen. Video footage on the new security camera of the person. Police were called to report the incident.

Board Suggestion: Future station plans should include a fenced yard.

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. Meetings attended included Civil Service, VBA, Spook Alley, CMAT, Fire Defense Board, Staff Meeting, etc.

ii. Alarm Breakdown: 79 calls in the month of October. 925 calls in 2022. Turn Out Time was 1:50 minutes and the average Dispatch to Arrival was 9:58 minutes.

iii. FF/P Testing is November 10, 2022.

iv. Staff Housing – DC Brian Henrichs has a list of contractors that he will reach out to.

v. Company Inspector Class – All three shifts attending in December 2022.

vi. COVID-19 – No new updates.

8. A. Continued

- vii. CMAT – Final Report completed, and local Wildfire Partnership meetings will continue. The first meeting is November 9, 2022 at 1 PM.

Board Suggestion: Post a link to the CMAT Final Report on the Hoodland Fire Website.

- viii. Grants – Under New Business there is a request for Board Support for the Oregon Fire Service Capacity Grant.

Board Discussion: Consider hiring a grant writer to write a grant for a new station. This is premature because there is a lot to figure out including securing property, building design, etc. before we can hire a grant writer.

B. Staff Report: DC Brian Henrichs

- i. Meetings attended included Fire Defense Board, CMAT, Hood to Coast Follow Up, PGE Pano Camera Meeting, ICT4 class, etc.
- ii. DPSST certifications submitted for members.
- iii. Continuing to work on bi-annual DPSST recertification.
- iv. Continuing to work on installing cameras at all the stations.
- v. Applied for a SDAO 50/50 Grant – Requested matching funds for programming software and hardware that is needed to program door codes remotely and funds for two additional cameras.

C. Staff Report: DC Scott Kline

- i. Attended CMAT meetings and brought the team along to visit assessments in Government Camp.
- ii. Continuing to work with Government Camp residents on the Firewise Grant.
- iii. Attended the Fire Marshal's Association Technical Education Conference in Salem.
- iv. New State of Oregon Fire Code will be implemented in January 2023, waiting for the new code books to become available.

9. Finance: Administrative Assistant Kelli Ewing

A. Bank Account Balance Overview.

B. Received \$9,029.03 deposit from SDIS for 21-22 estimated Workers Comp credit balance.

C. Starting to receive tax deposits from Clackamas County.

D. The side of the Reader Board facing Barlow Trail Restaurant was repaired. The other side is no longer functional.

E. Currently using two QuickBooks files until the end of 2022, so the payroll stays in the old file for accurate W2 reporting. We are getting help on how to enter the payroll information into the new file so that we can reconcile the Main Checking. ADP payroll will start in January 2023.

10. Unfinished Business

A. Update on Clackamas County Dorman Center Property

i. DC Scott Kline and Dorman Planning Committee will be attending the Clackamas County Commissioners Business Meeting tomorrow.

ii. Some of the Commissioners are supportive but others are concerned about the time it will take to build a new station.

iii. DC Scott Kline is communicating with Commissioner Shull and staffers but they are busy and sometimes forget conversations.

Board Suggestion: DC Scott Kline should keep the Dorman Planning Committee in the loop regarding communications with Commissioners and Staffers, so they are well informed when they attend meetings.

B. Fire Chief Goals - Tabled until the December Board Meeting [Executive Session]

C. Clackamas 800 Radio Update

i. Entire project should be completed by December 2023.

ii. WACCA has taken control of the operational and maintenance issues and is making progress.

10. C. Continued

iii. C800 received a \$306,000.00 credit from Motorola by eliminating the feature of allowing mobile phones to work as radios.

iv. Clackamas County Commissioners approved paying for the Clackamas County Sheriff's and Public Health's overages and also contributed \$500,000.00 towards the budget shortfall.

v. HFD's FY 2022-2023 Budget included \$94,000 payment to C800. Plans to pay the amount budgeted after tax monies are received. Going forward we will continue to budget for C800 payments.

11. New Business

A. Draft Policy on Member Recognition

i. This is currently an SOG but there are cash awards for Length of Service that should have Board approval.

ii. Input is needed from all members regarding changes needed.

B. Board Motion needed to provide permission for Kelli Ewing to have limited Clackamas County Bank and LGIP Account Access to be able to set up online accounts and make inquiries with the banks.

MOTION MADE: By Mary Ellen Fitzgerald to authorize Kelli Ewing to have limited Clackamas County Bank and LGIP Account Access to be able to set up online accounts and to make inquiries with the banks.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), and Jacob Rackley (Aye) [Shirley Dueber (Absent) and Cliff Fortune (Absent)].

C. 3 Year Budget Plan

i. Estimations are rough but include cost increases at 5%.

ii. With approved Levy and current staffing level there would still be a projected shortfall in 2025-2026. There are many things that can impact the budget including grants, so it is hard to have accurate information when predicting into the future.

11. Continued

D. Board Motion is needed to approve a letter of commitment for the Oregon Fire Service Capacity Program

- i. A letter of commitment is required to show that the agency is committed to funding salaries 10% the first year, 25% the second year, and 50% the third year. The grant is for a total of three personnel including 1 Prevention and 2 Firefighting positions.
- ii. In the future if the Fire Chief retired staffing could be modified to a Fire Chief and Deputy Chief structure which would allow some funding to be freed up for line positions.
- iii. The grant would also include new hire outfitting and training as well as some administrative costs.
- iv. Might consider options with the Bargaining Unit and Civil Service regarding hiring FF/EMTs for the line positions.

MOTION MADE: By Jacob Rackley to provide support for the Oregon Fire Service Capacity Grant.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

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

E. Government Camp Firewise Reimbursement Pass Through

- i. The Government Camp homeowners have been waiting for a long time for ODF to issue Firewise Reimbursements.
- ii. Board approval is needed for Hoodland Fire to front the reimbursement to Government Camp homeowners totaling \$5,889.00 for their Firewise work and \$10,500.00 for Simon Burke for chipping services. Hoodland Fire would then get reimbursed by ODF.
- iii. Government Camp Residents may be eligible for additional grant funds if they are available.

11. E. iii. Continued

MOTION MADE: By Jacob Rackley to pay the included requests for reimbursement and the invoice from Simon's Tree Service out of District funds and approve accepting the funds from the State of Oregon to reimburse the District; total expenses of \$16,389.00.

2ND: By Nora Gамbee

DISCUSSION: Mary Ellen Fitzgerald will Abstain due to potential conflict of interest.

VOTE: Motion Passed: 2 Ayes and 1 Abstain [2 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Abstain), and Jacob Rackley (Aye) [Shirley Dueber (Absent) and Cliff Fortune (Absent)].

12. Motion to Pay Bills

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 3 Ayes [2 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Aye), and Jacob Rackley (Aye) [Shirley Dueber (Absent) and Cliff Fortune (Absent)].

13. Board Member Comments

A. Mary Ellen Fitzgerald – Work Session discussion regarding healing from the past few years, would like to keep revisiting this issue to get progress updates.

B. Nora Gамbee – Would like to have some team building/social events for staff and volunteers. Thank you everyone for their hard work and going above and beyond.

C. Jacob Rackley – No comments.

14. Executive Session. None

15. Other New Business

Board Discussion: Cost Recovery – Funds are limited because we only bill for accidents on the highway, we need all the information to bill, the time on scene needs to be over 30 minutes, and parties must not be taxpayers of the District.

Board Discussion: Animal Rescue – There should be guideline for how/when Hoodland Fire helps.

16. Adjournment by Nora Gambee at 9:11 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Administrative Assistant