

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING COMBINED WITH THE**  
**2022-2023 BUDGET HEARING MINUTES**  
**JUNE 14, 2022**

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

**Staff:** Jim Price; Fire Chief, Carol Norgard; Financial Manager, DC Scott Kline, Kelli Ewing; Administrative Assistant, and Nick Miller (Zoom).

**Guests:** Marci Slater and Regina Lythgoe.

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by Nora Gамbee

4. Open the Budget Hearing to the Public, Any persons to be heard regarding the budget? None

5. Persons to be Heard on any Board Topic

A. Marci Slater and Regina Lythgoe

i. Thank you to Hoodland Fire for your support of the Hoodland Park District. The measure did not pass to form the Park District. The committee would like to offer support and help to Hoodland Fire getting the Clackamas County property on Salmon River Road to be able to preserve the site for the betterment of the community.

6. Approval of Minutes

A. Board Meeting Minutes on May 10, 2022

MOTION MADE: By Shirley Dueber to approve the May 10, 2022 Board Meeting Minutes as submitted

2ND: By Nora Gамbee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gамbee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

6. Continued

B. 1<sup>st</sup> Budget Committee Meeting Minutes on May 17, 2022

MOTION MADE: By Shirley Dueber to approve the May 17, 2022 1<sup>st</sup> Budget Committee Meeting Minutes as submitted

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

C. 2<sup>nd</sup> Budget Committee Meeting Minutes on May 31, 2022

MOTION MADE: By Shirley Dueber to approve the May 31, 2022 2<sup>nd</sup> Budget Committee Meeting Minutes as submitted

2ND: By Nora Gambee

DISCUSSION: Jacob Rackley did not attend this meeting

VOTE: Motion Passed: 3 Ayes, 1 Abstain, and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Abstain), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

7. Communications

A. Board Upcoming Reminders:

- i. Awards Picnic – Rescheduled to September 24, 2022
- ii. Regular Board Meeting Tuesday July 12, 2022
- iii. Work Session/Strategic Plan Update Thursday July 28, 2022 at 9 AM.

B. Keystone Architecture Invoice

- i. \$4,513.22 has been billed so far on the Modular Building Project.

C. May 10, 2022 Safety Committee Meeting Minutes

- i. Safety Meeting has been moved to the 2<sup>nd</sup> Wednesday of the month at 10 AM.
- ii. Board Safety Concern: SCBA tanks fall when removed from the wall.  
Board Suggestion: Add signage with instructions above the tanks.

8. Reports

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A. Chief's Report: Fire Chief Jim Price

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- i. Attended multiple meetings including Budget Meetings, Collective Bargaining, Fire Defense Board, Wildfire Preparedness, Water Board, CPO Meetings, etc.
- ii. Alarm Breakdown: 410 calls for 2022 and 79 calls in the month of May. Turn Out Time was 2:04 minutes and the average Dispatch to Arrival was 10:14 minutes.
- iii. Collective Bargaining Contract completed.
- iv. Staff Housing – In progress, pivoting the project to adding an office building and moving the crew quarters inside.
- v. Continuing to follow COVID-19 protocols. Masks are still required for medical calls. Masks are made available to any member/guest that would like to wear them at any time.
- vi. Government Camp Firewise Grant – moving forward fulfilling assessment requests, creating a brochure, attending meetings, etc.
- vii. Budget changes under 10% include adding grant funds received.
- viii. Attended meeting with USFS and stakeholders regarding plans to address the Wildfire issues along the Hwy 26 corridor.
- ix. Wildfire Community Preparedness public meeting with stakeholders provided information to the community.
- x. AFG Grant – SCBAs have been ordered but they will not arrive until FY 2022-2023 so the funds have been added into the budget.

B. Staff Report: DC Brian Henrichs. None

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C. Staff Report: DC Scott Kline

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- i. 2022 Oregon Fire Code going into effect soon
- ii. Backyard Burning is still allowed until Oregon Department of Forestry declares "Fire Season" and initiates regulated closures.

8. C. Continued

- iii. Fire Prevention – DC Kline and B-Shift did a presentation for the Boy Scouts. Wildfire Community Preparedness Event on May 24, 2022 was a big success.
- iv. Government Camp Firewise Grant – moving forward fulfilling assessment requests, creating a brochure, attending meetings, etc.
- v. Grants – Applied for an RFA/VFA Grant to assist in purchasing the Wildland Slip-On for the High Axel Rescue.
- vi. Manufactured Project – Blane Skowhede has prepared documents to send to Clackamas County for placing an administrative office vs living quarters. Blane Skowhede still has 90% of the funds remaining in the contract.
- vii. Grants: Status Unknown regarding AFG Grant (Water Tender), SAFER Grant (Volunteer Retention Coordinator), and RFA/VFA (Slip On Fire Unit). OSFM Wildfire Season Staffing Grant - Awarded \$35,000.
- viii. Modular Office – Meeting with Clackamas County this week.
- ix. District Facilities Planning – Meeting with Clackamas County Commissioners regarding Hoodland Fire being considered for the “Dorman Center” Clackamas County Property on Salmon River Road. Suggestion to start a Facilities Planning Committee to discuss future needs of the Fire District and develop a Facilities Strategic Plan.

D. SDAO Assessment Report. None

9. Finance: Financial Manager Carol Norgard

- A. Bank Account Balance Overview, Year to Date Budget Report, and Check Register Report.
- B. Currently at 75.28% of budget. We are on track but there will still be end of the year Comp Cash outs.
- C. All anticipated taxes have been received. We have also received over what was anticipated.

10. Unfinished Business. None

11. New Business

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A. VOIP Phone System

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- i. Per Board Request we reached out to POA and Ricoh regarding five references. POA provided five and they were favorable. Ricoh only provided two and only heard back from one which was favorable.
- ii. Quotes from POA (Yealink) and Ricoh (Polycom): Upfront costs are around \$6,000 and ongoing monthly costs are similar to what we are currently paying now.
- iii. Per Board Request POA provided a statement that Yealink was 889 Compliant and Ricoh provided a statement that Polycom was 889 Compliant.
- iv. Quote from POA (Mitel), which is a Canadian company the hardware costs would be double, and the service cost would be \$100 more per month.

MOTION MADE: By Shirley Dueber to purchase Yealink Phone System through POA.

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2ND: By Nora Gambee

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DISCUSSION: Jacob Rackley – Concerns about purchasing technology from China

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VOTE: Motion Failed: 2 Ayes, 2 Nays, and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Nay), Shirley Dueber (Nay) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

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B. ADP Quote

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- i. Review of quote. Moving forward.

C. Resolution #2022-01: Supplemental Budget - transferring funds within the 2021-2022 Operating Budget

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MOTION MADE: By Shirley Dueber to approve Resolution #2022-01: Supplemental Budget - transferring funds within the 2021-2022 Operating Budget

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2ND: By Cliff Fortune

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DISCUSSION: None

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VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

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11. Continued

D. Resolution #2022-02: Resolution to abolish the Firefighting Equipment, Services and Supplies Reserve Fund

MOTION MADE: By Shirley Dueber to approve Resolution #2022-02: Resolution to abolish the Firefighting Equipment, Services and Supplies Reserve Fund

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

E. Resolution #2022-03: Resolution to abolish the Building Reserve Fund

MOTION MADE: By Shirley Dueber to approve Resolution #2022-03: Resolution to abolish the Building Reserve Fund

2ND: By Nora Gambee

DISCUSSION: Confirming that the funds will be transferred into the new Reserve Account

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

F. Resolution #2022-04: Resolution to continue the Apparatus Reserve Fund

MOTION MADE: By Shirley Dueber to approve Resolution #2022-04: Resolution to continue the Apparatus Reserve Fund

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

G. Resolution #2022-05: Resolution to create a new Facilities and Firefighting Equipment Reserve Fund

MOTION MADE: By Shirley Dueber to approve Resolution #2022-05: Resolution to create a new Facilities and Firefighting Equipment Reserve Fund

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

11. Continued

H. Changes to the FY 2022-2023 budget – WUI Grant Funds & OSFM  
Wildfire Season Staffing Grant Funds

i. Awarded \$35,000 Wildfire Season Staffing Grant. These funds were included in the budget under revenue and expenses.

ii. Awarded \$75,000 WUI Grant. These funds were included in the budget under revenue and expenses. Hoodland Fire will be acting as a Pass Through between ODF and Government Camp residents to distribute funds towards reducing fuels in Government Camp.

I. Discussion regarding Clackamas County Property on E Salmon River Road

i. DC Scott Kline is meeting with Clackamas County Commissioners regarding getting the property.

ii. The property is zoned Open Space Management. A fire station is allowed under a conditional use authorization if there is a “park like feature.” There are lots of options including keeping the Community Garden, Picnic Area, etc.

iii. There are four parcels of land that were given to the Hoodland Park District.

12. Motion to Pay Bills.

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

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

13. Close Budget Hearing

MOTION MADE: By Shirley Dueber to close the budget hearing

2ND: By Nora Gambee

DISCUSSION: None.

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

13. Continued

A. Approve final budget for Fiscal Year 2022-2023

MOTION MADE: By Shirley Dueber to approve final budget for Fiscal Year 2022-2023

2ND: By Nora Gambia

DISCUSSION: None.

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambia (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

B. Resolution #2022-06: Adopting the 2022-2023 Budget, making appropriations, imposing the tax, and categorizing the tax

MOTION MADE: By Shirley Dueber to approve Resolution #2022-06: Adopting the 2022-2023 Budget, making appropriations, imposing the tax, and categorizing the tax

2ND: By Nora Gambia

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes and 1 Absent. Nora Gambia (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye) and Cliff Fortune (Aye). [Mary Ellen Fitzgerald (Absent)]

14. Board Member Comments

A. Shirley Dueber – Good job DC Scott Kline with the Wildfire Preparedness Meeting. Thank you to the crew, Carol, Kelli, and Chief Price.

B. Nora Gambia – Thank you DC Scott Kline for moving forward with the Clackamas County property.

C. Cliff Fortune – Former volunteer Larry Morgan passed away. Thank you to Larry Morgan (Morgan Family) for your service. Excited about the Wildfire Season Staffing Grant. Great idea for the Facilities Planning Committee. Thank you to Chief Price, Carol, and Kelli for your work on the Budget.

D. Jacob Rackley – Everyone thank you for all your hard work.



15. Executive Session under ORS 192.660 2 (i) Evaluation of chief officer or other employee, UNLESS the chief executive officer or other employee requests a public session.

RECESS: 8:41 PM from Regular Session

RECONVENE: 8:49 PM into Executive Session

A. Discussion on Fire Chief Evaluation and COLA increase

B. Discussion on M.O.U. for PTO for DCs working 12 Hour Shifts

ADJOURNMENT: 9:16 PM from Executive Session

RECONVENE: 9:17 PM into Regular Session

16. Other New Business.

A. Fire Chief COLA increase

MOTION MADE: By Cliff Fortune to approve a 5% COLA increase, like the rest of the staff, for Fire Chief Jim Price after a positive evaluation.

2ND: By Shirley Dueber

DISCUSSION: None

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

B. M.O.U. for 36 Hours PTO for Division Chiefs working 12 Hour Shifts in lieu of Holidays.

MOTION MADE: By Nora Gambée to approve a M.O.U. for 36 Hours of PTO for Division Chiefs working 12 Hour Shifts in lieu of Holidays

2ND: By Shirley Dueber.

DISCUSSION: This M.O.U. is only until the next contract and will only be effective while the DCs are working 12 Hour Shifts.

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

17. Adjournment by Shirley Dueber at 9:21 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Administrative Assistant