

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**AUGUST 8, 2023**

**Board Members:** Nora Gambee, Mary Ellen Fitzgerald, Jacob Rackley [late], and John Drake. [Cliff Fortune (Absent)] Four voting members in attendance.

**Staff:** Jim Price; Fire Chief, Scott Kline; Division Chief (Zoom) [late], Brian Henrichs; Division Chief, and Kelli Ewing; Office Administrator

**Guests:** Jessica Rackley (Zoom) [late]

1. Call to Order: By Nora Gambee at 7:01 PM
2. Roll Call
3. Pledge of Allegiance: Led by Nora Gambee
4. Persons to be Heard. None.
5. Approval of Minutes
  - A. Board of Directors Meeting Combined with the 2023-2024 Budget Hearing Minutes on June 13, 2023
    - i. The approval will be tabled until the next meeting because there is not a quorum of Board Members that attended the meeting present.
  - B. Board of Directors Meeting Minutes on July 11, 2023
    - i. The approval will be tabled until the next meeting because the wrong first page was in the Board Packet.
6. Communications
  - A. Board Upcoming Reminders
    - i. Hood to Coast BBQ combined with the All-Member Lunch on Friday August 25, 2023
    - ii. Regular Board Meeting Tuesday September 12, 2023 at 7:00 PM
  - B. Safety Meeting Minutes on July 12, 2023
  - C. Pizza dinner was provided to A-Shift from a grateful patient.

D. Thank you card for station tour.

7. Reports

A. Chief's Report: Fire Chief Jim Price

- i. 127 Alarms in July 2023 and 636 YTD. Average Turnout Time 2:07 and the Average Time to Arrival is 11:37. Call Type Breakdown.
- ii. Civil Service – Will be working on another FF Testing Process since the FF list is now exhausted.
- iii. C-800 Update – Hoodland Fire still owed \$215,855.66 for new radios and station alerting. Hoodland Fire budgeted and paid \$94,214.00 in FY2022-2023. Hoodland Fire has budgeted to pay the balance of \$121,671.66 in FY2023-2024. For service, the ongoing membership costs are around \$55,000.00/year. C-800 also has a shortfall that they are passing on to all the users. Hoodland Fire must pay \$65,100.00, which was not included in the FY2023-2024 Budget. If the shortfall was to be paid this fiscal year, it might require a supplemental budget or moving funds out of contingency. Another option would be to include the shortfall in the FY2024-2025 Budget and pay it next year, they may or may not charge interest.
- iv. Emails from the Auditor Pauly, Roger, Co. P.C. to the Board is for double checking information.
- v. Staff Housing – This will be addressed again in the Fall 2023.
- vi. Levy – 805 - Request for Ballot Title has been submitted to Clackamas County. There was a waiting period, but now Hoodland Fire can submit the 803 - Notice of Measure. Communication to the public should be in late September/October with the Election on November 7, 2023. Measure Arguments can be submitted to Clackamas County by community members, Board, Volunteer's Association, Union, etc. to be included in the Voter's Pamphlet. There is a cost to including a Measure Argument in the Voter's pamphlet and it cannot be paid for with HFD funds. Community members, Board, Volunteer's Association, Union, etc. could also write letters to the editor (no cost) to be included in the Mountain Times.
- vii. Wildfire Partnership – Ongoing monthly meetings. The members are all looking into grant opportunities for community wildfire preparedness projects.

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- viii. Funds still in the budget for more Chipping Services. Considering offering two days of chipping in the Fall. Debris could be brought to centralized locations: 1 in Welches and 1 in Government Camp. Potential issues: People could dump garbage, there could be more debris than we have space for, etc. The previous Chipping Service was inefficient with the chipper going door to door. The many small piles down long narrow roads slowed the progress.
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B. Staff Report: DC Brian Henrichs.

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- i. Meeting Attended - Hood to Coast Pre-planning, County EMS – NARCAN distribution, Clackamas County Ambulance Service Contract.
- ii. Training - Lots of new DPSST certifications for members. The Student Firefighters and the Fast Track Firefighters are all doing lots of training and working on certifications to get up to speed.
- iii. Vehicle Maintenance – Added light duty vehicles to the CCFD contract, so they are in the process of getting all the PMs done.
- iv. Board Representative Vacancy on the Safety Committee.
- v. Station Maintenance – New exterior work and paint at Brightwood. There is currently a mold issue at Brightwood Station that is being investigated and might require additional repairs. The roof at Government Camp Station will be repaired this week. We received a claims reimbursement from SDIS minus our \$1,000.00 deductible to cover the cost. Will be starting work soon on the exterior and repainting of the Government Camp Station. New signs will also be purchased and installed at Brightwood and Government Camp.
- vi. Surplus – Main Station cleaning and clearing out stuff. Check out the GovDeals website for items that are being sold.
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C. Staff Report: DC Scott Kline

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- i. Dorman Property update will be discussed under Unfinished Business.
- ii. Working on getting information ready for the Resource Fair at the Hoodland Lion's Club next weekend.
- iii. Continuing to research and apply for grants. New Grant opportunity: 2023 SDIS Safety and Security Grant.
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8. Finance: Office Administrator Kelli Ewing

A. YTD Budget Report for 2023-2024 and Check Register report since the last Board Meeting.

B. FY 2022-2023 Audit - Received the prep-list from Pauly Rogers, so we are working on gathering all the information for the upcoming Audit. Merina has reviewed our Trial Balance and other reports and they think that we are in good shape. There may be a few quirks that we may have to work through since we changed QuickBooks files in the middle of the Fiscal Year. We are currently working on a road map to explain the account name changes.

9. Unfinished Business

A. Clackamas County Dorman Center Property Update

i. The letter to the Board of Clackamas County Commissioners can be mailed late next week after the RFP Construction Project Management Services (Owner's Representative) has been advertised.

ii. Received an email from a Board of Clackamas County Commissioners' staffer asking for an update. The Board gave DC Scott Kline permission to send a brief reply regarding how we are working on the plan and will be sending a letter next week.

iii. DC Scott Kline is still working on the RFP for Architectural Services and that should be completed in the next few weeks.

B. RFP Construction Project Management Services (Owner's Representative)

i. The RFP is in the process of being reviewed by Hoodland Fire's Attorney John Watts. He is confirming that it meets the guidelines in the adopted Public Contracting Rules.

ii. The RFP review and modifications are expected to be completed by next week. The updated RFP will be emailed to the Board for review.

iii. Current plans include advertising the RFP starting late next week and have it advertised for one month.

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C. Volunteer Relations Update

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- i. SOG 1-14: Volunteer Requirements and SOG 10-04: Training Requirements have been updated. Volunteers were asked for their input. Volunteers have come to the Fire Chief frustrated that we are not following the standards that were in place, which negatively impacts morale. It is not our intent, but we may lose some volunteers if they are not willing to follow the standards. It is too much of a liability to have responders that are not properly trained.
- ii. On-Boarding Process: Working on a plan to improve the onboarding process, so that people feel more welcomed.
- iii. Call Dispatching: Working on a plan to change how our Volunteers are paged. We want volunteers to come to all calls, but we really need them on DELTA calls, ECHO calls, back-to-back calls, etc. Currently volunteers are getting paged for all the calls and they are turning off the sound due to complacency. When volunteers get paged and respond to ALPHA calls, the calls are usually over quickly, and the Volunteers don't feel needed. There are some challenges with our radio system and it is not a simple change, but DC Brian Henrichs is currently working on this issue. Currently there is one tone out for everything, the goal would be to set it up in three different groups: Line Firefighters, Chief Officers, and Volunteers.
- iv. Fire Chief Jim Price reached out and is working to set up a meeting with Mary Taylor the new CERT Leader.

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D. Board Position #2 Course of Action

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- i. The Board is not required to advertise the open Board position. The Board can appoint someone who meets the qualifications.
- ii. Suggestion to follow past practice and advertise the open Board position to the public to be more transparent.
- iii. More research needs to be done about the process and this can be discussed again at another Board Meeting.

MOTION MADE: By Mary Ellen Fitzgerald to eventually advertise the open Board position to the public to be more transparent.  
2ND: By Nora Gambee  
DISCUSSION: The motion is to establish an intent to the process. A motion may not be needed if we are just going to table this topic until another meeting.  
Motion Withdrawn.

MOTION MADE: By Mary Ellen Fitzgerald to have the staff brief the Board on the process for advertising the open Board position, so the Board can decide if they want to move forward.  
DISCUSSION: Timeline for advertising in the Mountain Times is usually by the 20<sup>th</sup> of the previous month. A motion is not needed, there is a Board consensus.  
Motion Withdrawn.

E. Second Reading of Policy 535: Paid Leave Oregon (PLO)

- i. Deductions from employee's checked started January 1, 2023. All employees contribute 60% of the 1% contribution rate.
- ii. Currently the state's plan is that employees will be eligible to apply for leave benefits starting September 3, 2023.
- iii. No changes from the First Reading at the last Board Meeting.

MOTION MADE: By John Drake to approve the second reading of Policy 535: Paid Leave Oregon (PLO)  
2ND: By Mary Ellen Fitzgerald  
DISCUSSION: None  
VOTE: Motion Passed: 4 Ayes, 1 Absent. Nora Gambee (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye) [Cliff Fortune (Absent)]

F. Board Meeting Time Management

- i. It is a work in progress, but we need to set time limits and move on with agenda topics.
- ii. Two hours is a reasonable time frame for a Board Meeting.
- iii. If topics need more time, people can ask for an extension. The Board can ask people to summarize.

10. New Business

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A. Volunteer Recognition Expenditure

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- i. A committee has been formed and is working on a celebration to recognize a volunteer who has done a lot for the community. Funds are needed for refreshments and decorations.
- ii. Hoodland Fire could contribute up to \$1,000.00 in accordance with the Volunteer Recognition Policy. Additional funds could be raised through private donations. If the Board would like to contribute over \$1,000.00 it would have to be through a Resolution, and it would need to be tied to "In the Public Interest" and show that it is for the benefit of the community.
- iii. The Volunteer's Association could donate additional funds up to a max of \$1,500.00.
- iv. The Benevolent Fund also may be a possibility for funding.
- v. Suggestion to reroute the Awards Banquet into the volunteer recognition event.
- vi. HFD paper plates, plastic silverware, etc. could be used.
- vii. All receipts from the \$1,000.00 from HFD will be tracked for the auditors.

B. ODOT Paving Project in front of the Main Station

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- i. The paving project is reducing the open frontage and will impact our access to the highway and will impact the public's access to the Main Station.
- ii. ODOT is also relocating the crosswalk from Salmon River Road to in front of Hoodland Fire's Main Station. This change in location doesn't make any sense for the community's needs.
- iii. HFD should ask ODOT for the easement/right of way – legal documents.
- iv. DC Brian Henrichs has a meeting scheduled with the onsite project manager.

11. Motion to Pay Bills

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MOTION MADE: By Mary Ellen Fitzgerald to pay all bills as submitted.

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2ND: By Jacob Rackley

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DISCUSSION: None

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

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12. Board Member Comments

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A. John Drake – Suggestion to table the Executive Session with the Fire Chief's evaluation and raise until all five Board Members are present at the meeting.

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B. Mary Ellen Fitzgerald – Wrote a letter to the PUC regarding the issues with the VOIP phone lines during power outages and concerns with the rising costs and the transition away from the traditional copper lines. These concerns should also be brought up with Clackamas County Disaster Management.

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

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RECESS from Regular Session at 8:45 PM

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RECONVENE into Executive Session at 8:45 PM

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A. Fire Chief Evaluation and COLA.

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B. Lateral Hires/CBA

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ADJOURNMENT from Executive Session at 9:42 PM

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RECONVENE into Regular Session at 9:43 PM

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14. Other New Business.

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A. Fire Chief Contract

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i. 3-year contract that expires in December 2023.

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- ii. The contract doesn't include automatic COLA (Cost Of Living Adjustment), but the Board has voted to give the Fire Chief a COLA every year.
- iii. The Division Chief's are in the Union, so they can get incentives and overtime. DC Kline with the residency incentive makes \$7,000.00 less in yearly base salary (without including overtime) than the Fire Chief.
- iv. Fire Chief Jim Price should at least get the 5% COLA, but the Board would like to give the Fire Chief a bigger increase.

MOTION MADE: By John Drake to give Fire Chief Jim Price a 6.25% COLA Increase retroactive to July 1, 2023.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: Fire Chief increase was budgeted for 5%, but there will be some savings in the Overtime line item since we have hired a float position.

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

#### B. Lateral Hires Step Increase

MOTION MADE: By Mary Ellen Fitzgerald to increase Patrick McAbery's salary to Step 3.

2ND: By Nora Gambee

DISCUSSION: Patrick McAbery asked for an increase to Step 2.

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

15. Adjournment by Nora Gambee at 9:54 PM

Respectfully Submitted,



Kelli Ewing, Office Administrator