

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**March 12, 2024**

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

**Staff and Volunteers:** Jim Price; Fire Chief, Scott Kline; Division Chief, Brian Henrichs; Division Chief, and Kelli Ewing; Office Administrator.

**Guests:** Gerald Murphy, Marci Slater, and Sarah Glaics (Zoom).

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

2. Roll Call

3. Pledge of Allegiance: Led by Terry Neidermeyer

4. Persons to be Heard.

A. DC Scott Kline

i. Apologizes for recent remarks that may have been unprofessional. Concerns that the Board of Directors has been overstepping into day-to-day operations. This has resulted in increased personal stress levels and affecting health and wellbeing. This type of micromanagement is bringing up feelings like at the point at when Chief Ingrao left. Wants to inform the Board that their actions do affect others. Most of the issues have been with regards to the New Station Project. Scott will point out issues as they are brought up.

B. Marci Slater

i. Front parking lot looks good.

5. Presentations. None

6. Approval of Minutes

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A. Special Board of Directors Meeting Minutes on February 6, 2024

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MOTION MADE: By John Drake to approve the Special Board of Directors Meeting Minutes on February 6, 2024.

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2ND: By Cliff Fortune

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DISCUSSION: None.

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

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B. Board of Directors Meeting Minutes on February 13, 2024

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MOTION MADE: By Cliff Fortune to approve the Board of Directors Meeting Minutes on February 13, 2024.

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2ND: By Terry Niedermeyer

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DISCUSSION: None.

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

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7. Communications

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A. Board Upcoming Reminders:

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i. Cancel District Luncheon on March 29, 2024

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ii. Regular Board Meeting on Tuesday April 9, 2024, at 7 PM

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B. Safety Meeting Minutes on February 23, 2024

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C. Letter from Clackamas County Commissioner Shull regarding concerns residents along the Hwy 26 corridor had during the Camp Creek Fire.

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8. Reports

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A. Chief's Report: Fire Chief Jim Price

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i. February 2024 Alarm Breakdown: 71 calls in the month of February. Total for the year is 205. 41 EMS calls, 3 MVAs, and multiple calls for service. Average Turnout Time: 2:16 and Average Time to Arrival: 10:38.

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ii. The next Civil Service meeting will be in April.

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iii. Auditor RFP is open, and we have received two submissions.

iv. CMAT meeting Wednesday March 13, 2024, no update on CMAT grants.

v. Continuing CBA meetings.

B. Staff Report: DC Brian Henrichs

i. Attending MDC user group meetings.

ii. Training academy finished up and are currently working on FF1.

iii. Burn to Learn in April will be exterior attack only.

iv. Rope Rescue Technician, Apparatus Operator, and Swift Water training this spring.

v. Vehicle maintenance is up to date and on budget.

vi. Safety Committee: February meeting included a facilities walkthrough of the Main Station exterior. A sink hole at the east end of the property has been identified and it is a full shovel length deep and is 8-10" circumference.

vii. Main Station gutters were removed. New gutters with heat tape will be installed and repairs will be made.

viii. Pacific Air Compressors put magnetic starters on compressors at Brightwood and Government Camp, so contacts don't weld shut if running too long. This has been a problem in the past, but repairs are now completed.

ix. Planning on finding more items to surplus.

x. Apparatus Maintenance – Looking at updates to apparatus and a recent estimate was 200K. Fire Trucks Unlimited in Nevada were the only ones that could do it. Hughes Fire declined to take it on. Pierce Manufacturing is two to four years behind, so they do not have the time.

C. Staff Report: DC Scott Kline

i. Fire inspections are ongoing.

- ii. Water supply and plans access review.
- iii. Attending meetings with HOAs and CPOs including Timberline Rim HOA and Hoodland CPO and talking about Firewise. Seven Different communities are interested in becoming designated Firewise Communities.
- iv. Grants – Applying for Wildfire Staffing grant. Continuing to look into other grant opportunities including the FEMA Fire Prevention Safety Grant that just opened last week.
- v. Attended Vivianna Perez-Wolfe's Graduation from Chemeketa on March 1, 2024. She completed her Associate's Degree in Fire Science.
- vi. Spent a lot of time working on the HFD banquet.

9. Finance: Office Administrator Kelli Ewing

- A. Review of Bank Account balances reconciled as of 2/29/2024, 2023-2024 YTD Budget Report, and a report of all transactions since the last Board Meeting.
- B. Completed the transfers that were in the budget into the Reserve accounts. Recent expenditures out of the Facilities and Firefighting Equipment Reserve included two Otak Invoices for new station Phase 1 and the three new Stryker defibrillators.
- C. Wrapping up big purchases because checks must be cashed by the end of June to count towards this budget year. Under budget for Personnel Services. Two-thirds of the way through but only at 62.5%. Camp Creek Fire Overtime came out of the Overtime expense Line Item. The reimbursement goes into the income.

10. Unfinished Business

- A. Clackamas County Dorman Property Update
  - i. Updates to Intergovernmental Agreement (IGA) Between Clackamas County and Hoodland Fire District #74
    - a. Clackamas County made a few minor revisions to the IGA in sections eight and eleven on page two and three. The updated IGA was attached to an email from Sarah Eckman.

b. Discussion on how the IGA still did not address the Board's primary concern, regarding not wanting to spend taxpayer funds without the assurance that the property would transfer ownership after the conditions are met. Frustrated that there is still not a solid commitment from the BCC and that by now this should be further along in the process.

c. The Board of Clackamas County Commissioners (BCC) has known that Hoodland Fire District has wanted the Dorman Property for two years. We have gone back and forth and this has been dragging on. It has been a year since Hoodland Fire District sent the BCC a draft agreement.

d. Otak has been hired to be the point person and when the Board of Directors questions their decisions, it causes them frustration and delays. Otak has a solid plan and time frame. The Board needs to either let Otak know they are not comfortable with their plan or let them do their job.

e. Suggestion to form a committee to be able to move the process along with the BCC. Mary Ellen Fitzgerald, Nora Gambie, Scott Kline, Alex Cettie (Otak), and David Lintz (Otak) will be on the Dorman Committee. Otak will be taking the lead with the BCC.

f. The plan is to get a clear answer from the Board of Clackamas County Commissioners by April. The process is being delayed and needs to move forward. If the Commissioners are unwilling to commit, that is when letters to the editor can be submitted.

g. There are alternative options that we have begun to explore including the USFS North Compound off Lolo Pass Road. Recent conversations with the USFS have been favorable.

ii. Facilities Condition Assessment

a. Lots of issues that are expensive to fix including furnaces, generator, dry rot, black mold, asbestos, etc.

b. The current building needs replacement or extensive renovation. The current building has a lack of firefighter sleeping quarters, ADA accessibility and adequate storage space. A replacement building would need to be considerably larger.

c. The current site is not feasible with the limited space for parking, drive-through bays, and lack of proper site drainage.

d. There could be a potential for lawsuits with lack of ADA and poor station conditions.

e. The Board would like to address items that concern health and safety. Staff can make a prioritized list with cost estimates.

iii. RFP Architectural

a. We received ten Architectural proposals.

b. The Architectural RFP Review Committee will include DC Scott Kline, Terry Niedermeyer, Nora Gамbee, and Alex Cettie (Otak). The committee will score all the RFPs. After the scoring the top four firms will be interviewed.

c. A recommendation will be brought to the Board at the April 9, 2024 Board Meeting.

iv. Public Outreach

a. Communication to the community is premature. If we give the community too much information too early, they will not be listening when we really need them to. We will set up community meetings provide information, and gather input when we have a concrete plan.

b. Once the Architectural Firm is selected and we are working with them, they will be setting a communication timeline. A plan will be developed, and we will begin public outreach to citizens, legislature, and media.

c. The Board would like to add community outreach and representative briefing to the timeline.

B. Volunteer Relations Update

i. Thanks to Scott and Lisa Kline for the help with the banquet.

- ii. DC Scott Kline went to Vivianna Perez-Wolfe's graduation and gave her a challenge coin for being a member of the fire district. As new volunteers are being brought on, they are receiving a challenge coin as a thanks for becoming a volunteer.
- iii. CERT is helping DC Scott Kline with the HOA at Timberline Rim. DC Scott Kline will be continuing to work with CERT on public outreach.
- iv. Six new Fire Cadets (teen program).

## 11. New Business

### A. Otak CPM invoices.

- i. The Board would like to know what the minimums are for billing time.
- ii. Rather than categorizing the bill as new or unfinished business, it will be available for review, as all bills are at HFD. There is no need for it to be a monthly discussion item. The Board has signed the contract, and it is staff's responsibility to ensure compliance. While the Board serves as policy makers and can instruct the Chief on desired actions, decisions must be reached through a consensus majority.
- iii. Bills can be added to the agenda under correspondence.

### B. First reading of changes to Policy 913: Paid Engineer

- i. HFD has been referring to the role as Senior Firefighter, while other stations use the term "Engineer." Changing the job title in this policy from Senior Firefighter to Engineer would reflect closer to what the job is.
- ii. Other changes include:
  - a. Replacing "attend four officer meetings" with "attend staff meetings" since we no longer do officer meetings.
  - b. Replace "ICS 400" with "ICS 300" since ICS 400 is not needed at that level.
  - c. Change E.M.T.I. to E.M.T.A. to match current license wording.

MOTION MADE: By John Drake to approve the first reading of Policy 913: Paid Engineer

2ND: By Cliff Fortune

DISCUSSION: Suggestion to add wording regarding instructing training classes and wording regarding other duties as assigned. These changes will require a new first reading. - Motion withdrawn.

C. Suggestions to the Board

i. Concerns raised by the Board should be directed to Chief Price rather than discussing them with the staff, as this approach has led to hurt feelings. It is important to adhere to the chain of command.

ii. The Board can communicate directly with Kelli Ewing, who operates outside the Union and handles finances.

iii. DC Scott Kline is passionate about the station project, which has been underway for an extensive period and is significantly overdue. Scott has invested substantial effort into this initiative and feels he has been heard. While it is crucial for the Board to be engaged, micromanagement should be avoided.

12. Motion to Pay Bills

MOTION MADE: By Mary Ellen Fitzgerald

2ND: By Nora Gambee

DISCUSSION: Terry Niedermeyer and John Drake declare a potential conflict of interest due to reimbursements for the SDAO Conference.

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

13. Board Member Comments

A. Mary Ellen Fitzgerald – Appreciates Scott Kline sharing. We need to know pre-bond estimate, so that we know if we have enough funds in reserve.

B. Cliff Fortune – Welcome new Admin Christi Harris. Thanks to Marci Slater and Gerald Murphy for coming. Thanks to Scott and Lisa Kline for their work on the banquet.

RECESS Regular Session at 9:26 PM

RECONVENE Regular Session at 9:41 PM



14. Executive Session. None.

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15. Other New Business. None.

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16. Adjournment By Nora Gambee at 9:45 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Typed By: Christi Harris