

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**JANUARY 10, 2023**

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

**Staff:** Jim Price; Fire Chief, Brian Henrichs; Division Chief, Kelli Ewing; Office Administrator, Sally Chester (Zoom), and Feleicia Forston.

**Guests:** John Drake, Gerry Forston, Jodi Knapp, Annie Hall, and William Knapp.

1. Call to Order: By Cliff Fortune at 7:02 PM

2. Roll Call

3. Pledge of Allegiance: Led by Shirley Dueber

4. Persons to be Heard

A. Jodi Knapp – Certificate of Appreciation

i. Jodi Knapp is recognized for supporting the Hoodland Fire District and the safety of the Hoodland Community by taking the initiative to work with Amazon PDX 9 to secure smoke alarms for installation throughout the District.

5. Approval of Minutes

A. Board Meeting Minutes December 13, 2022

MOTION MADE: By Nora Gамbee to approve the December 13, 2022 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 Gамbee (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye), Jacob Rackley (Aye), and Shirley Dueber (Abstain)

6. Communications

A. Board Upcoming Reminders

i. Regular Board Meeting Tuesday February 14, 2023 at 7 PM

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

a. Nora Gамbee, Cliff Fortune, and Mary Ellen Fitzgerald will be attending.

B. SDIS Property/Casualty Insurance Renewal

C. Thank you from a patient's family

7. Reports

A. Chief's Report: Fire Chief Jim Price

i. Alarm Breakdown for December: 114 calls for service. Average Turn Out Time - 1:55 minutes and Average Dispatch to Arrival - 12:48 minutes.

Alarm Breakdown for 2022: 1,128 calls for service, which is the new HFD record for the number of calls for service in a year. Average Turn Out Time – 2:04 minutes and Average Dispatch to Arrival - 10:40 minutes.

ii. Meetings attended included Board Meeting, Staff Meeting, Volunteer Association Meeting, etc.

iii. At the Civil Service Meeting this month we will be discussing the certification of HFD's Entry Level Firefighter List, the approval of the HFD Lieutenant's Exam Process, and the possibility of HFD moving towards a continuous Firefighter testing process.

iv. Staff Housing – In progress, the District needs to upgrade the Fire Alarm System. This will be discussed under New Business.

v. Fire Inspections/Company Inspections - Class completed and program is in progress, plans for inspections to start around March 2023.

vi. COVID-19 – No new updates.

vii. Hwy 26 Wildfire Partnership – Continuing to meet monthly with the community partners on the 2<sup>nd</sup> Wednesday of the month at 1 PM. January's meeting will be on the 2<sup>nd</sup> Thursday of the month at 1 PM.

viii. Grant Status Update: FEMA AFG Water Tender Grant – Denied, FEMA SAFER Staffing Grant – Denied, OSFM Staffing Grant – (Submitted) Status Unknown.

ix. Sally Chester and Deb Sinz have stepped down from CERT Leadership. Sue Allen and Mary Taylor will now be the new CERT Leaders.

B. Staff Report: DC Brian Henrichs

i. DPSST agency recertification and audit were completed.

ii. E351 repaired and will be picked up soon.

iii. Will be researching the cost of retrofitting E352 to be used vs. always using E351. Currently E352's configuration with the large water tank and small compartments does not work for fitting all the necessary equipment.

iv. December 2022 Safety Committee Meeting was cancelled.

v. Camera installation almost completed.

vi. Received a 50/50 grant from SDIS to help pay for two more cameras and door controllers.

vii. Air Trailer – Suggestion to surplus because it doesn't work with the new SCBA bottles.

C. Staff Report: DC Scott Kline. None.

8. Finance: Office Administrator Kelli Ewing

A. Received notification that our reimbursement request for the Rum Creek Fire Conflagration and the Sturgill Fire Conflagration was approved and submitted for payment. Total expected is \$61,000.00.

B. Tax deposits have slowed down to once a month. So far, we have Received 95% of the expected taxes.

C. SDIS Property/Casualty Renewal is about \$3,500.00 increase from 2022. We received the Longevity Credit and the maximum Best Practices Credit.

D. Carol Norgard and Kelli Ewing are now sharing the Admin office and working side by side.

- E. FY 2021-2022 Audit has not been submitted to the Secretary of State. Our Auditor, Pauly Rogers & Co. asked for an extension (made it sound like it was our fault that there was a delay) and the request was denied. Our financial consultant, Merina+Co. submitted a second request for an extension that was also denied because of our past late filings. Upon research there is not a big consequence for being late except for being added to a "delinquent filers list." The reason for the delay is due to lack of communication from Pauly Rogers & Co. who also does not come on site. Planning on proposing an RFP for a new Auditor this year.

Board Suggestion: Document concerns regarding issues with Pauly Rogers & Co. and mail them a letter. Consider consulting SDAO regarding recourse against frustrations with Pauly Rogers & Co.

- F. Later this month Gretchen McAbery will be helping to migrate FY 2022-2023 data that was entered into the old QuickBooks file over to the new file. With this completed the Year-to-Date Budget Reports will be able to provided to the Board again starting in February 2023.

## 9. Unfinished Business

### A. Clackamas County Dorman Center Property Update

- i. Board Discussion on Cover Letter to the Clackamas County Board of Commissioners that will go along with the IGA document that was drafted by DC Scott Kline and Hoodland Fire's Attorney.

a. The Board should agree on all the conditions in the Cover Letter and the IGA before it is presented to the Clackamas County Board of Commissioners.

b. There is still a lot of unknowns, regarding the Water Company agreement, Park and Ride, other parcels of land, etc. These questions should be addressed in the cover letter.

c. Suggestion for the Board Members to walk the property and be familiar with the property to see the potential security issues, land configuration, etc.

d. A Work Session will be scheduled on Tuesday January 17, 2023 at 7 PM to clarify the details in the Cover Letter. Board Members should send edit suggestions to Fire Chief Jim Price before the meeting.

B. Volunteer Relations Update

- i. Fire Chief Jim Price met with the Volunteers at the December 2022 Volunteer Association Meeting. They decided to only have two meetings a year vs. monthly due to lack of attendance.
- ii. Member Recognition Policy was distributed to the Volunteers to get their input, still waiting to hear back.
- iii. Met one-on-one with past Volunteer President Nick Miller.
- iv. Will be meeting with Jacob Rackley regarding connecting with past volunteers.
- v. Really good turnout for the Hazmat Awareness and Operations Drill on Saturday. Biggest Drill turn out since Chief Price has been here.

C. Input needed regarding the Draft Policy Member Recognition

- i. Members should email Chief Price regarding input on this draft policy.
- ii. Chief Price will make the necessary changes and bring the policy to the Board for a First Reading in February.

10. New Business

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

- i. Advertised for the Open Budget Committee Position in the Sandy Post, HFD Facebook Page, and the HFD Website. No applicants have come forward, so Board Members will spread the word in the community.

B. Confirm Budget Committee Members (February 14, 2023 Board Meeting)

C. Designate the FY2023-2024 Budget Officer

MOTION MADE: By Shirley Dueber to appoint Fire Chief Jim Price as the FY2023-2024 Budget Officer

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)

D. Admin Staff Changes

i. Employment Agreement: Retired/Work Back for Carol Norgard

a. Carol Norgard would work an average of 20 hours per week for 6 months and would be paid hourly.

b. If needed this can be discussed in Executive Session.

MOTION MADE: By Mary Ellen Fitzgerald to approve Employment Agreement: for Carol Norgard from 1-1-2023 to 6-30-2023

2ND: By Nora Gambée

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)

ii. Administrative Staff Schedule Changes

a. Carol Norgard's schedule will average 20 hours per week working Tuesday afternoons, Wednesdays, and Thursdays. Carol Norgard will flex her schedule to cover Kelli Ewing's vacations.

b. Kelli Ewing schedule will be 40 hours per week on a 4-10 schedule working Tuesdays, Wednesdays, Thursdays, and Fridays.

iii. Promotion for Kelli Ewing

a. Position Title has changed from Financial Manager to Office Administrator.

b. Kelli Ewing has been moved to Step 1 of the Financial Manager pay scale.

Board Suggestion: Continue to pursue sending Kelli Ewing to professional outside training classes.

E. Sentry Alarm System Intrusion Panel Upgrade Proposal

i. Current Fire Alarm System Panel is no longer functional.

ii. Received a quote from our current provider or upgrade the panel and estimates for additional items that may need to be replaced. Their plan includes re-using as much of the infrastructure that is currently in place.

iii. Sentry Alarm estimates about a month to get the work completed after the proposal is approved.

iv. The Board would like to set a \$7,500.00 cap on this service.

F. Surplus the Air Trailer

i. The Air Trailer does not work with our new SCBA Bottles.

MOTION MADE: By Mary Ellen Fitzgerald to surplus the Air Trailer

2ND: By Nora Gambee

DISCUSSION: Annas Consulting may be interested in purchasing the Air Trailer or we could sell it through the State Surplus.

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

11. Motion to Pay Bills

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

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)

12. Board Member Comments

A. Mary Ellen Fitzgerald – In Montana on skiing vacation. Would like an update on the Radio Theft. HFD Utility Truck window was broken, and a radio and chargers were stolen. That same week the USFS was also broken into, and items were stolen. We were notified that a radio was dropped off at the 76 Gas Station, but it was a USFS radio. The HFD radio has a GPS tracker when turned on and records show that it has not been turned back on. The radio has been flagged as stolen. Portable radios are no longer being stored inside vehicles that are parked outside.

B. Jacob Rackley – In Hawaii on vacation. Would like to push the agenda of burying power lines with the County. HFD did send a letter of support for PGE's goal of getting legislation to fund burying of power lines.

C. Shirley Dueber – Appreciates that we are moving forward. We need community support for getting the Dorman Property from Clackamas County. Interesting to hear DC Scott Kline’s vision for all the parcels of land, including the narrow property piece that could be used for training grounds. The Cover Letter to Clackamas County Commissioners should explain all our plans for how we could use these parcels of land for training even before we got the funding to build a new station.

D. Nora Gabee – We need community support and attendance at the Clackamas County Commissioner Meetings for HFD to get the Dorman Property. Would like a timeline for Chipping Program for Firewise. Amazon PDX 9 might be a resource to help Seniors with their wood debris. HFD signed an agreement with Amazon to get other grants that may be available.

E. Cliff Fortune – Thanks to all the Board Members for getting through some low points and coming out on the other side. Everyone has different viewpoints but we work well together. Thank you to CERT, especially Sally Chester and Debra Sinz for their leadership. Thank you to Mary Taylor and Sue Allen for taking on the role of CERT leadership. Thank you to Feleicia Forston and Jodi Knapp for their help with procuring the Amazon Fire Alarm donation.

13. Executive Session. None

14. Other New Business. None

15. Adjournment by Cliff Fortune at 8:36 PM

Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator