

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

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

**Staff and Volunteers:** Scott Kline; Division Chief, Brian Henrichs; Division Chief, Kelli Ewing; Office Administrator, Gary Brandt (Zoom), Sue Allen, and Mary Taylor

**Guests:** Kirk Peterson and David Ulbricht

1. Call to Order: By Nora Gамbee at 7:02 PM
2. Roll Call
3. Pledge of Allegiance: Led by Cliff Fortune
4. Persons to be Heard. None.
5. Presentation
  - A. David Ulbricht – SDAO Director of Advisory Services
    - i. Report includes estimated costs of a new station at 9 million and 11 million.
    - ii. Table shows the estimated Assessed Valuation in the Hoodland Fire District and the increases over the next 20 years.
    - iii. All costs are included in the Bond, so there is no additional out of pocket costs for the District.
    - iv. A set amount for the bond is requested not a rate.
    - v. The estimated tax rate for taxpayers would be 0.4697/\$1,000 AV for 9 million and 0.5725/\$1,000 AV for 11 million.
    - vi. Principal is deferred until the end as the valuation increases which allows the tax rate to stay consistent (tax rate is not guaranteed).
    - vii. If assessed valuation increases more than 3%, then the tax rate would decrease.

viii. Depending on how the bond is structured, in the Open Market it may be challenging to pay the bond off early especially in the first 10 years.

ix. SDAO Advisory Services engagement letter was provided which outlines the terms and conditions. SDAO is a non-profit, so the fee is a flat fee that doesn't increase, and it is only paid when the Bond is passed.

x. David Ulbricht would be willing to attend a meeting with the Clackamas County Commissioners if schedule allows.

6. Approval of Minutes

A. Board of Directors Meeting Minutes on September 12, 2023

MOTION MADE: By John Drake to approve the Board of Directors Meeting Minutes on September 12, 2023

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), and John Drake (Aye)

B. Special Board of Directors Meeting Minutes on September 26, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the Special Board of Directors Meeting Minutes on September 26, 2023

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), and John Drake (Aye)

7. Communications

A. Board Upcoming Reminders

i. Fire Chief Price's Contract (90 days' notice clause if not renewing)

ii. All-Member Lunch on Friday October 27, 2023 at 12 PM

iii. Spook Alley on Tuesday October 31, 2023 at 6:30 PM

iv. OFDDA Conference in Seaside November 2-4, 2023

v. Volunteer Appreciation Event at Lion's Club on November 4, 2023 at 1 PM

vi. Regular Board Meeting on Tuesday November 14, 2023 at 7:00 PM

B. September 29, 2023 Safety Meeting Minutes

C. Thank you letter from Hood to Coast

D. Thank you from a resident

i. Student FF Bruce Dyal crawled through the mud to shut the resident's water off to prevent further damage.

## 8. Reports

A. Chief's Report: Fire Chief Jim Price

i. Chipping – Door to door chipping in Government Camp is taking place on October 23, 2023. There will be another day of chipping in the Welches area with a date TBD.

B. Staff Report: DC Brian Henrichs.

i. Camp Creek Fire – Resource Order #1 completed and reimbursement funds have been submitted. Resource Order #2 was just requested, so we are continuing to provide a staffed Water Tender daily to support the curtain burner.

ii. ODOT/Paving will be discussed under New Business.

C. Staff Report: DC Scott Kline

i. Open House was very successful and had a great turnout. Fire truck rides were very popular. Passed out 40 kids goodie bags. There were about 100 people that attended. Thanks goes out to CERT, Support Group, and volunteers for their help! Next year we will need to ask outside agencies early for their participation. Insurance company provided a rider to be able to provide Fire Engine Rides.

ii. Slip On Unit – Still in the process of being built, should be done next month and the High Axel Rescue will need to be brought to Medford for installation.

9. Finance: Office Administrator Kelli Ewing

A. Bank Account balances reconciled as of 9/30/2023. 2023-2024 YTD Budget Report and the Check Register Report with all payments made since the last Board Meeting.

B. FY 2022-2023 Audit, as of the end of September all documents have been submitted to the Auditor that they have requested. We are on hold until November due to the Auditor's availability. We are hoping they will ask for the "testing samples" before November so that we can upload those in advance.

C. Submitted invoices for reimbursement totaling \$68,486.20 for personnel and the water tender for the Camp Creek Fire.

\*\*\*\*\* Out of order \*\*\*\*\*

11. New Business

A. CERT Presentation

i. Mary Taylor and Sue Allen are the new CERT Leaders and are in a learning curve.

ii. Going through a transition period and trying to reengage inactive members and recruiting new members.

iii. Planned trainings in 2024 include Ham Radio, Traffic Control, Emergency Preparedness, Rehab for firefighters, public babysitter training, public infant CPR, etc.

iv. CERT will be helping with Spook Alley and Hoodland Christmas Baskets.

v. CERT is working on recruitment and had a table at the Open House.

10. Unfinished Business

A. Clackamas County Dorman Center Property Update

i. Mary Ellen Fitzgerald contacted our State legislators Representative Jeff Helfrich and Senator Daniel Bonham to gain support for our efforts.

- ii. Discussion on frustrations with Clackamas County Commissioners because they are unwilling to give Hoodland Fire District an MOU. They gave the Parks District movement a MOU without funding or taxing authority.
- iii. Waiting for a full report from the seismic grant consultant. You must be shovel ready or the grant will be denied. The grant would only cover seismic upgrades, not facility improvements like sleeper quarters.
- iv. The community will want to know why we aren't upgrading the current station. When the process is further along, architectural designs can be drawn up that include a new station and retrofit of the current station with the estimated costs.
- v. Request for Proposals (RFP) for Construction Project Management Services deadline is October 19, 2023.

B. Extreme Modular Building Proposal

- i. Drive-through bays are not an option with this vendor.

C. Response letter to the Board of Clackamas County Commissioners

- i. Letter was updated to include additional information and two appendices.
- ii. The plan is to present the letter to the Clackamas County Commissioners along with a video with an overview of the District. We are waiting for a date to be added to the agenda.
- iii. Discussion on possible grants to include in the letter.
- iv. Discussion on edits to make in the letter.

D. Draft Request for Proposals (RFP) Grant Writer

- i. Edit Suggestion IV.) Scope of Work add "e.) Assist project manager to prepare grant performance measurements."

E. Volunteer Relations Update

- i. More volunteers are coming into the station.
- ii. CERT is doing well with the new energy of the new team leaders.

11. New Business

A. CERT Presentation - discussed earlier

B. Resolution #2023-05 Declaring Surplus Property

i. Planning to surplus the Brush Rig in Brightwood. The High Axel vehicle with the slip in will take its place. Equipment including radios will be taken out of the Brush Rig and be reused in the High Axel vehicle.

ii. The Ford F350 Regular Cab will be sold through public auction on Gov Deals.

MOTION MADE: By Mary Ellen Fitzgerald to adopt Resolution #2023-05 Declaring Surplus Property: 1996 Ford F350 Regular Cab.

2ND: By John Drake

DISCUSSION: Estimated value is \$10,000-\$17,000 and a reserve will be added.

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), and John Drake (Aye).

C. Resolution #2023-06 Transferring Funds within the 2023-2024 Operating Budget

i. C-800 Budget overrun cost sharing liability is \$65,100.00. These funds can be transferred out of the Operating Contingency to pay since it was not budgeted for.

MOTION MADE: By John Drake to Resolution #2023-06 Transferring Funds within the 2023-2024 Operating Budget.

2ND: By Cliff Fortune

DISCUSSION: This was discussed and agreed upon at the September Board Meeting.

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), and John Drake (Aye).

D. Discussion on repaving the front apron at the Main Station

i. Hoodland Fire has expressed concerns with ODOT regarding the project and its impact to our access to Hwy 26. They have made several modifications per our request.

- ii. HFD predicted and has noticed a drainage problem with the design We are working with ODOT to come up with a solution.
- iii. There might be a possibility of working with the Brix contractor to repave our front apron at the same time the contractor is paving for ODOT. The cost estimate would be \$20,000 vs. \$45,000 of what it would normally cost.
- iv. DC Brian Henrichs will draft a letter from the Board to ODOT expressing concerns about the drainage problem created by the ODOT project.
- v. If the parking lot was repaved, we would be able to make an ADA parking spot.

MOTION MADE: By Cliff Fortune to authorize DC Brian Henrichs to draft a letter to ODOT about the concern regarding the drainage and permission to negotiate and offer up to \$20,000 to repave the front of the station.

2ND: By Nora Gambee

DISCUSSION: The scope needs to be outlined in advance, including ADA striping. Board concern that HFD is considering paying \$20,000 for an issue that ODOT exacerbated. The \$20,000 is for HFD apron, not the water drainage issue. HFD should not repave an apron for a station that we are not planning to keep. It could look bad to the public if HFD pays for repaving, then asks for funds for a new station. HFD will most likely be at the current location for five years, so the property will still need to be maintained and functional. The letter will not mention money. If HFD wants to do a project, it should be done correctly and go through the process of determining the scope of work and going out to bid. Going through the process would cost more money, but it would not be a handshake deal. The drafted letter will be sent to the Board for review.

VOTE: Motion Passed 3 Ayes and 2 Nays. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Nay), Jacob Rackley (Nay), and John Drake (Aye).

## 12. Motion to Pay Bills

MOTION MADE: By John Drake to pay all bills as submitted.

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed Unanimously. Nora Gambee (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), and John Drake (Aye).

13. Board Member Comments

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A. Cliff Fortune – Thank you to Sue Allen and Mary Taylor for their CERT presentation.

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B. Mary Ellen Fitzgerald – Good job to Bruce Dyal for his help climbing through the mud to help a resident with their water shut off. It would be good to get a picture and do a fun recognition.

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14. Executive Session. None

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15. Other New Business. None

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16. Adjournment by Nora Gambee at 9:42 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator