

HOODLAND FIRE DISTRICT #74
BOARD MEETING MINUTES
JULY 11, 2023

Board Members: Nora Gambée, Cliff Fortune, Shirley Dueber, Mary Ellen Fitzgerald, Jacob Rackley, and John Drake. Five voting members in attendance.

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

Guests: Angela Drake, Rita Drake, Liam Pickering, Greg Pickering, Nicole Pickering, Robert Smith, and Jessica Rackley (Zoom).

1. Call to Order: By Cliff Fortune at 7:00 PM

2. Roll Call

3. Pledge of Allegiance: Led by John Drake

4. Swearing in Ceremony, Oaths of Office

A. John Drake, Board Position #1

a. John Drake elected to Board Position #1 was sworn in by Fire Chief Jim Price.

B. Shirley Dueber, Board Position #2

a. Shirley Dueber elected to Board Position #2 was sworn in by Fire Chief Jim Price.

b. Shirley Dueber turned in her letter of resignation and resigned from Board Position #2.

c. Shirley Dueber urged the Board to appoint Jacob Rackley to fill Board Position #2 because he was a candidate in the election and did receive community votes.

d. In the past Hoodland Fire has advertised an Open Board Position. Research will have to be done regarding the steps needed to appoint a Board Member for an open position. Suggestion to appoint Jacob Rackley as an Interim Board Member.

MOTION MADE: By Nora Gambée to appoint Jacob Rackley as an Interim to Board Position #2.

2ND: By Mary Ellen Fitzgerald

DISCUSSION: Jacob Rackley would have to run again in the next election in 2025.

VOTE: Motion Passed: 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Aye), and John Drake (Aye).

e. Jacob Rackley was appointed to Interim Board Position #2.

C. Jacob Rackley, Interim Board Position #2

a. Jacob Rackley was sworn in by Fire Chief Jim Price to Interim Board Position #2.

RECESS from Regular Session at 7:13 PM

RECONVENE into Regular Session at 7:24 PM

5. Board Officer Elections

A. President

NOMINATION: By Mary Ellen Fitzgerald to nominate Nora Gambée to the position of Board President

2ND: By Cliff Fortune

DISCUSSION: Cliff Fortune has done a good job but would like to step back. Nora Gambée accepts the nomination.

MOTION MADE: By Mary Ellen Fitzgerald to appoint Nora Gambée to the position of Board President

2ND: By Cliff Fortune

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

B. Vice-President

NOMINATION: By John Drake to nominate Mary Ellen Fitzgerald to the position of Board Vice President

DISCUSSION: Mary Ellen Fitzgerald declines the nomination; she would prefer to be appointed to the Board Secretary/Treasurer Position.

NOMINATION: By Jacob Rackley to nominate John Drake to the position of Board Vice President

DISCUSSION: John Drake will be jumping in with both feet. The main responsibility is running the Board Meetings when the Board President is unavailable.

MOTION MADE: By Mary Ellen Fitzgerald to appoint John Drake to the position of Board Vice President

2ND: By Jacob Rackley

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambia (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

C. Secretary/Treasurer

MOTION MADE: By Cliff Fortune to appoint Mary Ellen Fitzgerald to the position of Board Secretary/Treasurer

2ND: By Nora Gambia

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambia (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

6. Persons to be Heard

A. Doug Saldivar was going to come speak to get questions answered about Short Term Rentals - Fire Restrictions. DC Scott Kline was able to meet with him to give him information.

7. Approval of Minutes

A. Board of Directors Meeting Combined with the 2023-2024 Budget Hearing Minutes on June 13, 2023

MOTION MADE: By Cliff Fortune to approve the Board of Directors Meeting Combined with the 2023-2024 Budget Hearing Minutes on June 13, 2023 as submitted.

2ND: By Nora Gambia

DISCUSSION: John Drake did not attend the meeting. Mary Ellen Fitzgerald and Nora Gambia did not have time to review the minutes. This will be tabled until the August 8, 2023 Board Meeting.

8. Communications

A. Board Upcoming Reminders

i. All Member Lunch Friday July 28, 2023 at 12 PM – Cliff Fortune will be cooking.

ii. Regular Board Meeting Tuesday August 8, 2023 at 7:00 PM

B. Safety Meeting Minutes June 14, 2023

C. Thank you card from Pauly, Rogers, and Co. P.C. – Included medical issue explanation of why the Audit took so long.

D. Thank you email for Chipping Services – most of the people were happy with the results, but some piles were missed.

i. Discussion on the Chipping Program and lessons learned.

ii. Hwy 26 Wildfire Partnership is working on plans for trying to provide centralized locations for people to bring their yard debris.

9. Reports

A. Chief's Report: Fire Chief Jim Price

i. Meetings attended included Board Meetings, Fire Defense Board, POA Annual Review, etc. Interviewed Pat McAbery and he should be starting on July 15, 2023.

ii. 100 Alarms in June 2023 and 509 YTD. Recent house fire caused by e-Bike Batteries – saved most of the house and saved the dog that was trapped in the kennel.

iii. DC Brian Henrichs deployed on a Clackamas County Task Force to the Devils Butte Conflagration.

iv. Civil Service – meeting this month. Will be working on another FF Testing Process since the FF list is now exhausted.

v. Still researching Sleeping Quarter improvement options.

vi. Pauly, Roger, Co. P.C. engagement letter was signed so they are locked in for FY 2022-2023 Audit.

- vii. Levy will be discussed under New Business. SEL 805 needs to be submitted to Clackamas County this month.
 - viii. Hwy 26 Wildfire Partnership Meeting on July 12, 2023 from 1:00 PM to 3:00 PM.
 - ix. Three days of Chipping were completed by Simon's Tree Service. A few piles were missed, so we are working on a plan to get those.
 - x. Grants received include funds towards the cost of Slip In Unit from ODF, funds towards adding a full-time position from OSFM, and funds for extra staffing during Wildfire Season from OSFM. All funds have been received.
- B. Staff Report: DC Brian Henrichs. None.
- C. Staff Report: DC Scott Kline
- i. Dorman Property update will be discussed under Unfinished Business.
 - ii. Completed the Government Camp Firewise Grant, there were additional funds, so everyone was able to receive a full reimbursement. 32 people submitted requests ranging from \$89.00 - \$9,000.00
 - iii. Hwy 26 Wildfire Partnership is working on plans for providing centralized locations for people to bring their yard debris.
 - iv. Working to create a campfire brochure and updates to the Prevention portion of the website.

10. Finance: Office Administrator Kelli Ewing

- A. YTD Budget Report for 2022-2023 and YTD Budget Report for 2023-2024.
- B. YTD Budget Report for 2022-2023 shows the net income of \$990,546.18 which means that we received more money that was spent. \$500,000.00 was already captured off the last Audit to add to this year's budget, which still leaves \$490,566.18 in additional funds.

11. Unfinished Business

- A. Clackamas County Dorman Center Property Update

- i. Received the agreement between the Hoodland Community Garden and Clackamas County. In their agreement the Hoodland Community Garden must pay for the water.
 - ii. Left a message for Salmon Valley Water to get a copy of their Geo Tech Survey.
 - iii. Unable to find an Environmental Site Assessment.
 - iv. Currently no one is managing the Dorman Property.
 - v. Draft Request for Proposal (RFP) for Construction Project Management Services (Owners Representatives). A project manager is needed to be able to develop a plan to submit to Clackamas County.
 - vi. In process of working on an RFP for Architectural Services.
 - vii. Board is concerned about spending \$175,000.00 for Phase 1. A MOU with Clackamas County is needed to provide some assurance before a lot of money is invested in the project.
 - viii. The RFP for the Project Manager could include wording that says that "The District reserves the right to not award the RFP." Then you could tell Clackamas County that we are out for an RFP and need a commitment before a lot of money is spent.
 - ix. The Seismic evaluator is scheduled to come out on July 12, 2023 to look at the Main Station.
 - x. Next Citizen Committee Meeting is on July 28, 2023. We could do a Work Session combined with the Citizen Committee Meeting on July 28, 2023 at 9 AM and work on updating the timeline.
- MOTION MADE: By Mary Ellen Fitzgerald to have a Work Session combined with the Citizen Committee Meeting on July 28, 2023 at 9 AM.
- 2ND: By Nora Gambee
- DISCUSSION: None
- VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambee (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)
- xi. 1st Citizen Committee meeting was on June 30, 2023, some members couldn't make it, but it was a good first meeting.

B. Letter to Clackamas County Commissioners.

- i. DC Scott Kline drafted a letter to Clackamas County. Cliff Fortune made some changes and summarized the letter.
- ii. The letter needs to clearly state that we need a commitment from Clackamas County that if we complete all the steps and secure funding that we will get the property. Let them know that we are prepared to spend \$175,000.00 for Phase 1 but we need some assurances and we need this commitment in writing.
- iii. Cliff Fortune will re-work the letter, especially Item 5.

C. Volunteer Relations Update

- i. Student Program – Students are living at the Government Camp Station, but they are not responding yet, because they are still in training. The students will be working 48-hour shifts with the crew. They will receive an educational reimbursement up to the IRS maximum and a \$400.00/month stipend for personal expenses.
- ii. CERT – Fire Chief Price will meet with CERT again to connect with the new leaders. CERT used to do Rehab for house fires, and they want to help with Firewise and with distributing Smoke Alarms. They previously offered to help with administrative tasks, but they have not come in. There are some hurt feelings from the past. We need to continue to reach out and come up with a plan to move forward in a positive direction.
- iii. Support Group – Still active and provide meals when asked for big calls, they are also planning to help with Hood to Coast.

12. New Business

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

- i. There was an update from HR Answers, so there were some adjustments made to the policy. The changes were minor but the biggest change was removing the minimum and maximum benefit amounts because they will be adjusted annually by the Oregon Employment Department.
- ii. Due to this change, there should be another first reading.

MOTION MADE: By Cliff Fortune to approve the first reading of Policy 535: Paid
Leave Oregon (PLO)
2ND: By Mary Ellen Fitzgerald
DISCUSSION: None
VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob
Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and
Cliff Fortune (Aye)

B. Resolution #2023-04: Resolution for Renewal of Five-Year Local Option
Tax for General Operating Purposes

- i. The approval of the Resolution #2023-04 also includes approval of the SEL 803, SEL 805, and the Explanatory Statement.
- ii. All documents have been reviewed by Local Government Law Group for accuracy.
- iii. The Levy will ask for the same rate. We don't want to raise it because it would include language in the Voter's Pamphlet that the rate will increase taxes.
- iv. If the Levy does not pass, we would lose over \$300,000.00 out of our budget. Cuts would have to be made and it would impact goals to increase personnel.
- v. The explanatory statement has wording changes from the previous levy.

MOTION MADE: By Mary Ellen Fitzgerald to approve Resolution #2023-04
Resolution for Renewal of Five-Year Local Option Tax for General
Operating Purposes, SEL 803, SEL 805, and the Explanatory
Statement
2ND: By Nora Gambée
DISCUSSION: None
VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob
Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and
Cliff Fortune (Aye)

- vi. Discussion regarding concerns of going to the voters for a Levy and then potentially going to the voters again in a few years for a Bond. Staffing is a higher priority than a new building, so it is worth the risk. Waiting 2-3 years between asks helps to ease the burden on voters.

- C. SEL 803
 - i. Approved under New Business Item B.
 - D. SEL 805
 - i. Approved under New Business Item B.
 - E. Explanatory Statement
 - i. Approved under New Business Item B.
 - F. Simon's Tree Service Bill
 - i. Was pre-approved by the Board. Total = \$12,000.00
 - ii. Simon went back to chip a few more piles that were missed.
 - G. American Maintenance and Repair – Gutters
 - i. Was pre-authorized by the Board. Total = \$3,779.90
 - H. American Maintenance and Repair – Exterior Maintenance/Painting
 - i. Was pre-authorized by the Board. Total = \$8,870.00
 - ii. New color looks great!
 - I. Motion to remove Jacob Rackley from the Clackamas County Bank Accounts
 - i. Not needed, Jacob Rackley was appointed to the Board to fill the vacant Board Position #2.
 - J. Motion to add John Drake to the Clackamas County Bank Accounts
- MOTION MADE: By Jacob Rackley to add John Drake to the Clackamas County Bank Accounts
- 2ND: By Mary Ellen Fitzgerald
- DISCUSSION: None
- VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

i. All the signing members will have to go to Clackamas County Bank and resign the signature cards to make the change.

K. Motion to remove Shirley Dueber from the Clackamas County Bank Accounts and LGIP Accounts

MOTION MADE: By John Drake to remove Shirley Dueber from the Clackamas County Bank Accounts

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

MOTION MADE: By Mary Ellen Fitzgerald to remove Shirley Dueber from the LGIP Accounts

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

13. Motion to Pay Bills

MOTION MADE: By Cliff Fortune to pay all bills as submitted.

2ND: By Jacob Rackley

DISCUSSION: None

VOTE: Motion Passed: 5 Ayes - Unanimous. Nora Gambée (Aye), Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), John Drake (Aye), and Cliff Fortune (Aye)

14. Board Member Comments

A. Mary Ellen Fitzgerald – Was glad that we were able to provide chipping services and education to the public.

B. Nora Gambée – Sad that Shirley Dueber resigned.

C. Cliff Fortune – Sad that Shirley Dueber resigned. Welcome John Drake and welcome back Jacob Rackley. Brightwood Station looks great!

15. 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.

RECESS from Regular Session at 9:10 PM

RECONVENE into Executive Session at 9:14 PM

A. Fire Chief Evaluation and raise.

ADJOURNMENT from Executive Session at 9:48 PM

RECONVENE into Regular Session at 9:50 PM

16. Other New Business. None

17. Adjournment by Nora Gambee at 9:51 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator