

**HOODLAND FIRE DISTRICT #74**  
**BOARD MEETING MINUTES**  
**MAY 7, 2024**

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

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

**Guests:** Alexandra Cettie (Zoom), David Lintz (Zoom)

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

2. Roll Call

3. Pledge of Allegiance: Led by Cliff Fortune

4. Persons to be Heard. None

5. Approval of Minutes

A. Board of Directors Board Meeting Minutes on April 9, 2024

MOTION MADE: By Cliff Fortune to approve the Board Meeting Minutes on  
April 9, 2024

2ND: By Terry Niedermeyer

DISCUSSION: None

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

B. Board of Directors Special Board Meeting Minutes on April 30, 2024

MOTION MADE: By Terry Niedermeyer to approve the Special Board Meeting  
Minutes on April 30, 2024

2ND: By Cliff Fortune

DISCUSSION: John Drake did not attend this meeting.

VOTE: Motion Passed 3 Ayes and One Abstain. Nora Gambee (Aye), Cliff  
Fortune (Aye), Terry Niedermeyer (Aye), and John Drake (Abstain)  
[Mary Ellen Fitzgerald (Absent)]

Out of Order

9. Unfinished Business

A. Fire Station Project

i. Clackamas County Dorman Property Update

a. Sent a revised Intergovernmental Agreement (IGA) to Clackamas County. Board is waiting for another revision from Clackamas County.

b. Attorney John Watts will review the IGA again once it is received. Most of the revisions are housekeeping items and clarification on some of the language.

c. Review and revisions are being done through the Department of Transportation and Development (DTD).

d. Once a contract is agreed upon, it will go back to The Board of Clackamas County Commissioners (BCC). The hope is that this will get completed before the election.

ii. Otak will provide the Board with detailed invoices, outlining the tasks they've dedicating their time to.

Out of Order

13. EXECUTIVE SESSION under ORS 192.660 2(f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

RECESS from Regular Session at 7:12 PM

RECONVENE into Executive Session at 7:12 PM

A. Discussion of a confidential memo received from Attorney John Watts regarding the Architectural Contract.

ADJOURNMENT of Executive Session at 7:26 PM

RECONVENE into Regular Session at 7:26 PM

Out of Order

10. New Business

C. Architectural Services Contract – Mackenzie Engineering Inc.

MOTION MADE: By Cliff Fortune to approve the Architectural Services Contract with Mackenzie Engineering Inc., contingent on the legal memorandum that was attached to it and discussed under legal advisement of Attorney John Watts in Executive Session.

2ND: By John Drake

DISCUSSION: None

VOTE: Motion Passed 4 Ayes. Nora Gамbee (Aye), Cliff Fortune (Aye), Terry Niedermeyer (Aye), and John Drake (Aye) [Mary Ellen Fitzgerald (Absent)]

Resumed Agenda

6. New Business

A. Board Upcoming Reminders

i. Distribution of proposed budget to Budget Committee on May 13, 2024

ii. 1<sup>st</sup> Budget Committee Meeting on Tuesday May 21, 2024, at 7 PM

iii. 2<sup>nd</sup> Budget Committee Meeting on Thursday May 23, 2024, at 7 PM

iv. District Luncheon on Friday May 31, 2024. Nora Gамbee and Terry Niedermeyer will host.

v. Regular Board Meeting on Tuesday June 11, 2024, at 7 PM

B. Safety Meeting Minutes on April 26, 2024

C. Certificate of Merit from USDA for Timberline Lodge Fire. DC Scott Kline accepted the Certificate of Merit at a ceremony at Timberline Lodge.

D. Hoodland Fire District is showing appreciation to the fellow fire districts that assisted with the Timberline Lodge fire with framed pictures as well as challenge coins to firefighters that were on scene that evening.

7. Reports

A. Chief's Report: Fire Chief Jim Price

- i. Attended multiple meetings including CBA, RFP, Budget, etc.
- ii. April 2024 Alarm Breakdown: 66 alarms in the month of March. Total for the year is 361. 2 structure fires, including the one at Timberline Lodge.
- iii. Civil Service - A new FF list will need to be created.

B. Staff Report: DC Brian Henrichs

- i. Attended multiple meetings including Civil Service, Clackamas County Fire District #1 IGA Review, and Bull Run Pre-Planning/After Action Review of the Camp Creek Fire.
- ii. Recent/upcoming training includes Swift Water Rescue, S-215, Rope Tech, and Wildland Refresher.
- iii. Volunteer Update: Nate Forrar resigned from the Student Program and 2024-2025 Student Program interviews were recently conducted.
- iv. Safety Committee updates include asking OSHA to come in the Fall to do a voluntary re-inspection and no issues were found during the Main Station Interior Safety Inspection.
- iv. Maintenance.
  - a. Kitchen sink at Main Station had multiple leaks. A plumber came out and replaced it with a new sink.
  - b. Gathering quotes for repairing siding affected by dry rot. Following this, painting will commence with the aim of completion by summer. This repair is accounted for in the budget.
  - c. Gathering quotes for the Government Camp front apron. Would like to replace it with asphalt which should hold up better than the concrete. This repair is in the budget.

- d. Core vehicle lighting repair has been completed. Still waiting for boxes which are in production. The two Type 6 Brush Rigs are getting direct drive pumps due to ongoing issues with the belts.

C. Staff Report: DC Scott Kline

i. Fire Station Project Updates.

- a. Meetings with Otak and Mackenzie Engineering Inc.

- b. Upcoming meeting with JLA, which is the PR firm that will help communicate messages out to the citizens.

- c. A geotechnical survey, an environmental level one assessment, and traffic studies need to be conducted. The current environmental level one assessment is outdated and unusable. These studies are projected to cost between \$10,000 and \$18,000. It's crucial to complete these studies before acquiring the Dorman Property to determine if it can support a new fire station.

- d. Applying for a grant that can be used for Environmental Studies. Once approved, a receipt would be submitted for the reimbursement of costs.

- e. Otak is going to take the lead in communications with Senators for funding options as well as exploring additional grant opportunities to ease costs and lessen the burden on taxpayers.

8. Finance

- A. Year to Date Budget Report and transaction report includes payments made since the last Board meeting up to today.

- B. Bank Account Balances reconciled as of April 30, 2024. Board reviewed bank statements and reconciliations.

- C. Discussion on the interest earned and types of bank accounts.

9. Unfinished Business

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B. Volunteer Relations Update

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- i. Chief Price met with Debra Sinz and Sally Chester from C.E.R.T. Purchase of new C.E.R.T. uniforms and supplies up to \$2,000 was approved.
  - ii. Burn to Learn was a successful event with all the members coming together and working as a team.
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10. New Business

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A. Second Reading of changes to Policy 913 Paid Engineer Job Description

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MOTION MADE: By Cliff Fortune to approve the Second Reading of Policy 913 Paid Engineer Job Description.

2ND: By Terry Niedermeyer

DISCUSSION: None

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

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B. Second Reading of changes to Policy 517 Member Medical Evaluations

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MOTION MADE: By John Drake to approve the Second Reading of Policy 517 Member Medical Evaluations

2ND: By Cliff Fortune

DISCUSSION: None

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

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D. Resolution 2024-01 Declaring Surplus Property – 1983 GMC Water Tender

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- i. Every time it is drained, rust comes out. Best to surplus it now, before it gets worse.
  - ii. The Board would like to donate this to another Fire Department.
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MOTION MADE: By Terry Niedermeyer to approve Resolution 2024-01 Declaring  
Surplus Property - 1983 GMC Water Tender  
2ND: By John Drake  
DISCUSSION: Before selling, try to locate another Fire Department to donate to.  
VOTE: Motion Passed 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye),  
Terry Niedermeyer (Aye), and John Drake (Aye) [Mary Ellen  
Fitzgerald (Absent)]

11. Motion to Pay Bills

MOTION MADE: By Cliff Fortune to pay all bills as submitted  
2ND: By Terry Niedermeyer  
DISCUSSION: None  
VOTE: Motion Passed 4 Ayes. Nora Gambée (Aye), Cliff Fortune (Aye),  
Terry Niedermeyer (Aye), and John Drake (Aye) [Mary Ellen  
Fitzgerald (Absent)]

12. Board Member Comments

- A. Cliff Fortune – Great idea to restart District Luncheon, the April Luncheon was well attended with lots of volunteers. Glad Debra Sinz and Sally Chester are staying active in C.E.R.T.
- B. Terry Niedermeyer - Glad to see some of the staff and volunteers attending the Board Meeting.
- C. Nora Gambée - Proud to be a part of Hoodland Fire District #74 and has a new perspective and appreciation since being on the Board. Impressed by the teamwork demonstrated during the Burn to Learn event.

13. Executive Session under ORS 192.660 2(d) To conduct deliberations with persons you have designated to carry on labor negotiations.

RECESS from Regular Session at 8:33 PM

RECONVENE into Executive Session at 8:33 PM

- A. Discussion on CBA.

ADJOURNMENT of Executive Session at 9:22 PM

RECONVENE into Regular Session at 9:23 PM

14. Other New Business. None

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15. Adjournment by Nora Gambee at 9:23 PM

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Respectfully Submitted,

*Kelli Ewing*

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant