

HOODLAND FIRE DISTRICT #74
SPECIAL BOARD MEETING MINUTES
NOVEMBER 28, 2023

Board Members: Nora Gамbee, Cliff Fortune, John Drake, Terrence Niedermeyer, and Mary Ellen Fitzgerald. Five voting members in attendance.

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

Guests: Abram Jenks (Klosh Group), Kelly Wheeler (Turner and Townsend Heery), and Alex Cettie (Otak CPM).

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

2. Roll Call

3. Pledge of Allegiance: Led by Cliff Fortune

4. Persons to be Heard. None.

5. Unfinished Business. None.

6. New Business.

A. Request for Proposals Construction Project Management Services
(Owners Representative)

i. A review committee was formed that included Fire Chief Jim Price, Division Chief Scott Kline, Board President Nora Gамbee, Board Member Terry Niedermeyer, and Citizen Committee Member Dennis Gelphi. The committee graded the RFPs, had discussions, heard presentations and came up with a recommendation. The committee recommended Otak CPM.

ii. Reference checks were done with the references listed. No other references were available from outside sources. Reference checks for all companies came back favorable. More responses were received from Otak's references.

iii. Based on the scoring Otak rated 1st, Turner and Townsend Heery rated 2nd, and Klosh Group rated 3rd.

iv. Pricing discussion: This was not included in the evaluation because the pricing will be determined during the contract negotiations. The companies listed an hourly rate based on who is performing the work. Klash Group's hourly rates range from \$143 to \$245/hour, Otak's hourly rates range from \$105 to \$210/hour, Turner and Townsend Heery's hourly rates are \$160/hour.

v. The Board and the committee were very impressed by all the applicants and feel that any of them would serve the purpose well. The Board appreciated the time and effort that they put into applying.

vi. Representatives were offered to provide additional comments to the Board.

MOTION MADE: By Mary Ellen Fitzgerald to select Otak CPM for the Construction Project Management Services (Owners Representative) as recommended by the committee.

2ND: By John Drake

DISCUSSION: None

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

B. SDAO Municipal Advisory Services Agreement

i. David Ulbricht said that we need to sign this agreement if they are going to continue working with us.

ii. Otak is also able to help with Bonds.

MOTION MADE: By Mary Ellen Fitzgerald to approve entering into an agreement with SDAO Municipal Advisory Services.

2ND: By Cliff Fortune

DISCUSSION: Before this is signed, it will be sent to HFD Attorney John Watts for review.

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

C. Resolution 2023-07: Resolution Adopting a Supplemental Budget for Fiscal Year 2023-2024 General Fund

- i. The front apron at the main station needs repaving and sloping to avert a flooding disaster in the station. The project done by ODOT changed the flow of water and blocked the existing drain which has caused flooding in the front apron.
- ii. Hoodland Fire has worked with ODOT and their contractor on a solution. ODOT will be paying to relocate the drain, lower the drain, and paving the ramp to the highway.
- iii. Hoodland Fire can piggyback on ODOT's paving contract in order to get our front apron repaved. Received a quote from Brix with the base bid at \$30,096 and an alternate bid at \$29,016. HFD will be paying for the asphalt removal, new asphalt and sloping towards the drain. Asphalt will be 4" across the board vs the current 2-3". Front access will be cut off during the paving, so apparatus will be parked in the back of the station.
- iv. Since this is an emergency, and the project was not budgeted for, we can do a supplemental budget to capture \$30,000 of the additional interest that has been received and transfer it into Station Maintenance. The 2023-2024 FY Budget only anticipated \$10,000 in interest and so far, we have already collected over \$50,000 in interest due to rising federal interest rates. The Board can decide to recognize the additional \$30,000 in interest now through a Supplemental Budget.
- v. Comparison pricing: Rogue River Fire repaved a portion of their lot (similar in size) in 2017 and it was \$40,000. We are getting a deal, probably at half cost.
- vi. For the Auditor, we will write a letter explaining that this was an emergency.

MOTION MADE: By John Drake to adopt Resolution 2023-07: Resolution Adopting a Supplemental Budget for Fiscal Year 2023-2024 General Fund.

2ND: By Cliff Fortune

DISCUSSION: To save money, HFD will be doing the striping and creating an ADA parking spot. The Board would like to go with the base bid versus the alternative bid.

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

MOTION MADE: By John Drake to accept Asphalt Paving Subquote from Brix Paving Northwest Inc.'s Base Bid of \$30,096 for emergency paving in the front of Station 351.

2ND: By Cliff Fortune

DISCUSSION: This is a piggyback on ODOT's paving contract.

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

7. Executive Session. None.

8. Other New Business

A. Joint Board Meeting with Clackamas County Commissioners is scheduled for Tuesday December 5, 2023 at 8:30 AM

i. The Board will meet at the station at 7:00 AM and carpool. If there are more than two Board members in the car, there can be no discussion regarding District business.

ii. Letter has been edited and will be provided at the meeting.

iii. The video is still in progress and may not be completed in time.

iv. Mary Ellen Fitzgerald will be the spokesperson and if other Board Members want to talk, just give Mary Ellen a look.

v. We need to be clear that we need an agreement so that we can move forward and we don't need babysitting. We will provide them with an updated agreement.

vi. The meeting will be advertised and recorded on the chip.

B. Public Relations/Social Media

i. Aaron Marshall is taking point for posting on Social Media.

ii. Hoodland Fire now has a new Instagram account.

iii. HFD now has Facebook control and was able to add additional posters.

iv. Hootsuite was recommended by OFDDA for the email newsletter.

9. Adjournment by Nora Gambee at 8:31 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator