

HOODLAND FIRE DISTRICT #74
BOARD MEETING COMBINED WITH THE
2023-2024 BUDGET HEARING MINUTES
JUNE 13, 2023

Board Members: Nora Gambee (left early), Cliff Fortune, Shirley Dueber, Mary Ellen Fitzgerald, and Jacob Rackley (arrived late). All five voting members in attendance.

Staff: Jim Price; Fire Chief, Brian Henrichs; Division Chief, Scott Kline; Division Chief (Zoom), and Kelli Ewing; Office Administrator.

Guests: None

1. Call to Order: By Cliff Fortune at 7:01 PM

2. Roll Call

3. Pledge of Allegiance: Led by Kelli Ewing

4. Open the Budget Hearing to the Public, Any persons to be heard regarding the Budget? None.

5. Persons to be Heard on any Board Topic. None.

6. Approval of Minutes

A. Board of Directors Meeting Minutes on May 9, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the Board of Directors Meeting Minutes on May 9, 2023 as submitted.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

B. 1st Budget Committee Meeting Minutes on May 16, 2023

MOTION MADE: By Mary Ellen Fitzgerald to approve the 1st Budget Committee Meeting Minutes on May 16, 2023 as submitted.

2ND: By Nora Gambee

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes [1 Absent]. Nora Gambee (Aye), Mary Ellen Fitzgerald (Aye), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

C. Board of Directors Special Board Meeting Minutes on May 23, 2023

MOTION MADE: By Nora Gамbee to approve the Board of Directors Special Board Meeting Minutes on May 23, 2023 as submitted.

2ND: By Shirley Dueber

DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting so she will abstain.

VOTE: Motion Passed: 3 Ayes and 1 Abstain [1 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Abstain), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

D. 2nd Budget Committee Meeting Minutes on May 23, 2023

MOTION MADE: By Nora Gамbee to approve the 2nd Budget Committee Meeting Minutes on May 23, 2023 as submitted.

2ND: By Shirley Dueber

DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting so she will abstain.

VOTE: Motion Passed: 3 Ayes and 1 Abstain [1 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Abstain), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

E. Board of Directors Work Session Minutes on May 26, 2023

MOTION MADE: By Nora Gамbee to approve the Board of Directors Work Session Minutes on May 26, 2023 as submitted.

2ND: By Shirley Dueber

DISCUSSION: Mary Ellen Fitzgerald did not attend this meeting so she will abstain.

VOTE: Motion Passed: 3 Ayes and 1 Abstain [1 Absent]. Nora Gамbee (Aye), Mary Ellen Fitzgerald (Abstain), Shirley Dueber (Aye), and Cliff Fortune (Aye) [Jacob Rackley (Absent)]

7. Communications

A. Board Upcoming Reminders

i. All Member Lunch on Friday June 30, 2023 at 12:00 PM

ii. Regular Board Meeting on Tuesday July 11, 2023 at 7:00 PM

B. Safety Meeting Minutes on May 11, 2023

C. Thank you from Welches School for helping with the 2023 Shamrock Auction – HFD provided volunteers to standby.

D. Chipping Reimbursement Request

i. Autumn Lane HOA did some chipping work in their neighborhood and then they heard that HFD was offering chipping services and reimbursements. They have provided a receipt and requested reimbursement. Concerned that this could be setting a precedence for groups to rent a chipper on their own and get reimbursed. The Board agrees to cover the cost, but it should be made clear in writing that in the future they will have to have prior approval for reimbursement before chipping.

ii. HFD needs to develop a written process for an application for how neighborhoods can receive pre-approval to rent a chipper on their own and receive reimbursement.

8. Reports

A. Chief's Report: Fire Chief Jim Price

i. Meetings attended included Board Meetings, Budget Meetings, Fire Defense Board, C800 Meeting, Board Lunch, etc.

ii. Alarm Breakdown for May 2023: 80 calls for service. Call type breakdown: 1 Structure Fire, 1 Wildland Fire, 1 RV Fire, 42 EMS, 7 vehicle accidents, and various other Service/Good Intent Calls.

iii. The next Civil Service meeting will be in July. Working to update the Intergovernmental agreement to just include Hoodland Fire and Estacada Fire. Pat McAbery was interviewed for the open Firefighter position and the acceptance has been submitted to Civil Service for approval, since he was the only person left on the list. Working on an arrangement with the Union regarding health insurance coverage options for retiree workbacks. Pat would like to maintain his health coverage with his previous employer and would like HFD to contribute to the cost.

iv. Received a signed engagement letter from Pauly Rogers for the FY 2022-2023 Audit.

v. Levy documents were reviewed by Local Government Law Group and will be discussed under Unfinished Business.

vi. Hwy 26 Wildfire Partnership Meeting on June 14, 2023.

vii. Chipping Contract was awarded, and Neighborhood Chipping was on June 28, June 29, and June 30, 2023.

viii. Received \$35,000.00 from OSFM for Wildfire Season Staffing. Considering the option of hiring temps or offering shifts to volunteers and career staff during peak times from 1200 - 2000.

AGENDA CHANGE

13. Close Budget Hearing

A. Approve the final budget for Fiscal Year 2023-2024

MOTION MADE: By Mary Ellen Fitzgerald to approve the final budget for Fiscal Year 2023-2024.

2ND: By Nora Gambee

DISCUSSION: Thank you for your work on the Budget.

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

B. Resolution #2023-03: Adopting the 2023-2024 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

MOTION MADE: By Mary Ellen Fitzgerald to approve Resolution #2023-03: Adopting the 2023-2024 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

2ND: By Nora Gambee

DISCUSSION: None.

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

8. Reports

B. Staff Report: DC Brian Henrichs

i. Meetings attended included Board Meeting, Safety Meeting, EMS Council: Ambulance Service Agreement, CMAT Lolo Pass Planning Meeting, Board Lunch, etc.

- ii. Training: Members are working on their annual Wildland Refresher, Annual Physical Ability Testing, Bull Run pre-planning. In the process of bringing on three Fast Track Volunteers and four Students.
- iii. Apparatus/Maintenance – Addendum to add the light duty vehicles to the CCFD maintenance contract.
- iv. Safety Committee Meeting – Waiting for the weather to improve to repair the pothole in the apron.
- v. Station Maintenance – Brightwood Station work is in process and includes: pressure washing, brick patching, replacing fascia boards, exterior painting, painting yellow lines on apron, replacing gutters, etc. Government Camp – roof repair in the process of getting bids.
- vi. Student Program – Students will reside in Government Camp and respond when trained. They will go through an abbreviated academy to start their training.

C. Staff Report: DC Scott Kline.

- i. Attended Lolo Pass Planning Meeting with CMAT. USFS is considering locations where residents can bring brush to be chipped or burned.
- ii. Providing explanation letters for previous access/water supply approvals for appeals to Clackamas County.
- iii. Working on the RFP for a Construction Manager.
- iv. Continuing to work on finalizing the Government Camp Firewise Grant including mailing out reimbursement checks to residents and requesting grant funds.
- v. Notified that we were awarded the OSFM Wildfire Season Staffing grant for \$35,000 to increase staffing during Wildfire Season.
- vi. Backyard Burning will close when ODF changes their restrictions.

9. Finance: Office Administrator Kelli Ewing

- A. No LGIP Bank transfers were needed this month because funds were received for the OSFM Capacity Grant and the OSFM Wildfire Staffing Grant. We checked with our Audit Consultant to see if a supplemental budget would be needed since the funds were not expected to be received until the 2023-2024 Fiscal Year. They recommended doing nothing if the funds will not be spent in the 2022-2023 Fiscal Year.
- B. Working with Scott to get all the Government Camp Firewise Reimbursement Checks sent out in this budget year. With Cash Basis Accounting the funds need to clear the bank at the end of the Fiscal Year to be counted in that fiscal year.
- C. YTD Budget Report and the Transaction Report since the last Board Meeting for the Board to Review.
- D. Per Board approval the FSA Account and HRA Account were closed and the funds were deposited into the Main Checking.

10. Unfinished Business

- A. Clackamas County Dorman Center Property Update
 - i. The Citizen Planning Committee: currently have commitments from seven community members. Sent a doodle poll to find out meeting preferences. It would be good for DC Scott Kline or Fire Chief Jim Price to attend the first meeting if they are on shift/available.
 - ii. Ongoing community rumors going around regarding the Dorman Property and Clackamas County negotiations.
 - iii. DC Scott Kline will be drafting a letter for the Board to review that will be providing Clackamas County with an update and the steps being taken to make progress.
 - iv. HFD should figure out how much should be spent before Clackamas County commits. There should be some assurances before a lot of money is invested. The letter to Clackamas County can include the Draft RFP and let them know that we don't want to spend \$200,000.00 without a commitment.

- v. Seismic Survey is needed so that we can have accurate information to present to the Citizen Committee regarding the options. Fire Chief Jim Price will get in touch with the Seismic Survey company.

B. Request for Proposal: Construction Project Management Services

- i. Board Members should review and provide feedback regarding the Draft RFP for Construction Project Management Services. The RFP includes three phases. Phases 2 and 3 are identified as being dependent on funding. The Project Manager/Project Management Company selected would be the Owner's Representative and would be contracted for the entire project.
- ii. DC Scott Kline is also working on a Draft RFP for Architectural Services.

C. Volunteer Relations Update

- i. Starting the Student Program.
- ii. Last Friday of the Month lunches are going well, and we are continuing to have a bigger attendance.
- iii. Evan Jarvis is working to update the SOGs for Volunteer participation and training and meeting with the Volunteers to get their input.
- iv. CERT – working on the transition with the new leaders.
- v. Reserved a shelter at Wildwood Park for an end of summer Department Picnic. – Invite Alumni, Lifetime Members, and Budget Members.

D. Fire Alarm System Update

- i. Waiting for an updated quote to be able to update the current system.

E. 2023 Levy Discussion

- i. Draft Timeline and draft documents.

a. Local Government Law Group reviewed all the documents and made minor adjustments as needed.

b. Resolution, Explanatory Statement, SEL 803 Form, and SEL 805 Form will be brought to the Board for final approval at the July 2023 Board Meeting and will be submitted to Clackamas County Elections by August 15, 2023.

11. New Business

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

i. Typo changed from 0.006% to 0.6%.

ii. MOU signed with the Bargaining Unit which allows them the option to use their sick leave banks if needed to make up the difference to give them a whole paycheck.

iii. This Policy was written based on the HR Answers Template.

MOTION MADE: By Jacob Rackley to approve the first reading of Policy 535: Paid Leave Oregon (PLO).

2ND: By Mary Ellen Fitzgerald

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes. Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye) and Shirley Dueber (Aye) [Nora Gambia (Absent)]

12. Motion to Pay Bills

MOTION MADE: By Jacob Rackley to pay all bills as submitted.

2ND: By Shirley Dueber

DISCUSSION: None

VOTE: Motion Passed: 4 Ayes. Jacob Rackley (Aye), Mary Ellen Fitzgerald (Aye), Cliff Fortune (Aye) and Shirley Dueber (Aye) [Nora Gambia (Absent)]

14. Board Member Comments

A. Mary Ellen Fitzgerald – Excited about the neighborhood chipping!

B. Shirley Dueber – Will be signing up for the chipping program.

- C. Jacob Rackley – End of term on the Board and considering Volunteering with HFD again.
- D. Cliff Fortune – Thank you Jacob for your time on the Board and providing another perspective and valuable insight. Please stay involved with HFD. Pat McAbery would be a great addition to Hoodland Fire.
15. Executive Session. None.
16. Other New Business.
- A. Chief's Contract – COLA is not listed; it is based on the Board's decision. Add Fire Chief evaluation in an Executive Session to the July Board Meeting agenda.
- B. Landline Phones – Mary Ellen Fitzgerald is working on sending a letter regarding concerns with the move to cell/VOIP phones which are problematic during power outages.
17. Adjournment by Cliff Fortune at 8:25 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator