

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**JANUARY 12, 2021**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), Cliff Fortune (Zoom), and Mary Ellen Fitzgerald (Zoom). Staff: Jim Price; Fire Chief, DC Scott Kline, DC Brian Henrichs, Carol Norgard; Financial Manager, Debra Sinz (Zoom), Nora Gамbee (Zoom), Feleicia Forston (Zoom) and Sally Chester (Zoom). Guests: Rhiannon Nicholson (Zoom), Kirk Peterson (Zoom) and Gary Brandt (Zoom).

1. Call to Order: By Darcy Lais at 7:15 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by DC Brian Henrichs.
4. Oath of Office.
  - A. Fire Chief Jim Price.
    - i. Board President Shirley Dueber and Board Vice President Darcy Lais appointed James Price to Fire Chief. James Price repeated the Oath of Office.
5. Persons to be Heard.
  - A. Budget Committee Applicant Rhiannon Nicholson.
    - i. Heard about the position from the Chamber of Commerce. Spouse of SFF Matt Nicholson. Heard about budget crunch last year and wants the opportunity to learn about budgeting and make community connections. Rhi lives in Welches, small business owner, and has a 1 year old baby girl.
  - B. Budget Committee Applicant Nora Gамbee.
    - i. Volunteer with HFD on CERT for 13 years. CERT Trainer, Vice President of the Volunteer's Association. Retired Legal Administrator: accounting supervisor, worked on Budgets, etc. Goal is to work towards getting a new Fire Station built.

5. Continued

C. Budget Committee Applicant Karen Rogers.

- i. Unable to attend tonight's Board Meeting. Sent an email stating that she is a long time Mountain resident, attended Welches School and graduated from Sandy High. Has been in the Mortgage Banking industry for 27 years.

6. Approval of Minutes.

A. Board Meeting Minutes on December 8, 2020.

MOTION MADE: By Shirley Dueber to approve the December 8, 2020 Board Meeting Minutes as submitted.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

7. Communications. None.

8. Reports.

A. Chief's Report by Fire Chief Jim Price.

- i. Excited to be here. It has been a busy two days.

B. Staff Report: DC Brian Henrichs.

- i. Government Camp Station.

- a. Doors for Government Camp aren't expected to arrive until March 2021 due to manufacturing delays.

- b. Interest earned from in the Government Camp Account was able to cover the additional cost of the roof, so funds did not have to come out of the Building Reserve to cover the cost. The interest can also be used to pay for part of the cost of the new bay doors. The balance of the bay doors will need to be paid out of the Building Reserve.

8. B. Continued

ii. Main Station Bay Door.

a. Scheduling service call for repair of the broken springs.

iii. Switching to department email addresses for communications versus personal email addresses.

iv. Hoodland Fire COVID Guidebook almost completed.

v. Lucas CPR Devices should be arriving soon. Training will be done in small groups and they will be in service by end of January.

vi. MDCs are backordered. Issue with lack of touch screen, working with vendor to get the right ones, may be less expensive?

vii. CARES Act Grant Funds.

a. We were told that \$251,789.00 was “committed” to Hoodland Fire District, but they were misleading in how much funds were still available.

b. We received \$113,060.98 reimbursement before the funds ran out.

c. Some of the items that were reimbursed were from the FY 2019-2020 Budget, so that reimbursement will go back into Revenue Misc. and might be able to be used to help offset some of the expenses that were not able to be reimbursed.

d. Money may have to be used out of the Reserve Accounts to cover some items that were not reimbursed. The glass and the door were already ordered to create a vestibule in the front of the station.

viii. Vehicle Maintenance.

a. E351 is in for repairs.

b. Money may have to be used out of the Reserve Account to cover some of the extra vehicle repair expenses of our aging fleet.

c. Next year shouldn't be as costly for Vehicle Maintenance.

8. B. Continued

ix. DPSST Recertification complete.

a. Only one person was short on hours and was not recertified. Plan is to work with this person to get them recertified.

b. Due to COVID restrictions it is difficult to do in person training.

x. COVID Vaccines.

a. Slow process trying to get members vaccinated through Clackamas Fire, should be around January 19 and 20th.

b. Members who respond on Emergency Calls have been offered the opportunity to get the vaccine.

C. Staff Report: DC Scott Kline.

i. Mobile home project will be discussed further under Unfinished Business.

ii. Dollar General is Open and is still working on some items before getting their full Certificate of Occupancy.

iii. Fire Prevention activities are difficult to plan with the COVID restrictions.

iv. ISO re-rating, still waiting to hear back.

v. Continuing to research grant opportunities.

vi. Received grant funds from FireHouse Subs towards the purchase of new Hydraulic Tools that have been placed into service on E351. An item regarding this will also be discussed under New Business.

vii. CERT is keeping busy attending Zoom meetings and assisting Clackamas County with Flu Vaccines and COVID testing.

D. SDAO Assessment Report.

i. Fire Chief hiring process is complete.

ii. Strategic Plan will be discussed under New Business.

9. Finance by Financial Manager Carol Norgard.

A. Budget Report: Overall budget is at 42%.

B. Capital Outlay items are high because those are where the COVID expenditures came out of which were reimbursed from the CARES Act Grant.

C. A Supplemental Budget will need to be done in June 2021 as a housekeeping measure.

D. FY 2019-2020 Audit has not started yet, working to get this started soon.

10. Unfinished Business.

A. Mobile Home.

i. Suggestion to hire a consultant regarding placing a permanent structure, recommendation to not proceed with this because there are a lot of unknowns regarding future new station plans.

ii. Met with Clackamas County regarding the fees to place a mobile home onsite.

iii. Looking at options for mobile home site locations.

iv. Alternative ideas include moving the Administrative Offices and remodeling the interior of the station for sleeping quarters.

v. The Board will delay providing direction until Chief Price has time to review and weigh in on this issue.

11. New Business.

A. Motion to appoint a 2021-2022 Budget Officer(s).

MOTION MADE: By Shirley Dueber to appoint Fire Chief Jim Price as the Budget Officer.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

11. Continued

B. Motion to appoint Budget Committee Members.

i. There are two open Budget Committee Positions.

MOTION MADE: By Cliff Fortune to appoint Kirk Peterson to serve another term on the Budget Committee.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

ii. Chief Jim Price contacted SDAO regarding advice because one of the applicants is the spouse of a Career Staff member and the other is a CERT volunteer. SDAO recommends prohibiting Board Members, Employees, or Agents of the District (Volunteers) from serving on the Budget Committee. This also brought up the issue of another Volunteer - Support Group member Gretchen McAbery who is currently serving on the Budget Committee. Gretchen was contacted and given the choice to remain as a Volunteer or serve on the Budget Committee, she chose Volunteer. Nora Gambiae was contacted and given the choice to remain as a Volunteer or serve on the Budget Committee, she chose Volunteer. SDAO says spouses can serve on the Budget Committee.

MOTION MADE: By Jacob Rackley to appoint Karen Rogers to serve on the Budget Committee in the open position.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

MOTION MADE: By Jacob Rackley to appoint Rhiannon Nicholson to serve on the Budget Committee.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: Concerns about the potential conflict of interest with a Career Staff member's spouse being on the Budget Committee.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

11. Continued

C. Budget Calendar.

MOTION MADE: By Shirley Dueber to approve the FY 2021-2022 Budget Calendar.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: We should be projecting out years ahead for the Budget.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

D. Strategic Plan.

i. The Board will delay taking action on this until Chief Price has time to review and weigh in on this issue. This will be tabled until the February Board Meeting.

ii. Some of the timelines may need to be adjusted.

E. Resolution 2021-001.

MOTION MADE: By Shirley Dueber to approve Resolution 2021-001.

2ND: By Jacob Rackley.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

12. Motion to Pay Bills.

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

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Mary Ellen Fitzgerald (Aye), Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye).

13. Board Member Comments.

A. Darcy Lais – Welcome Chief Jim Price.

B. Shirley Dueber – Welcome Chief Jim Price. Thank you to the staff!

13. Continued

C. Mary Ellen Fitzgerald – Thank you to the Career Staff for stepping up during the transition with the change in Fire Chiefs. Welcome Chief Jim Price.

D. Cliff Fortune – Welcome Chief Jim Price. Thank you to Brian and Scott for everything you did during the transition. Thank you to Chief Steve Abel for your work on the Strategic Plan. Welcome Budget Committee Members.

E. Jacob Rackley – Welcome Chief Jim Price and welcome Budget Committee Members.

14. Executive Session. None.

15. Other New Business.

A. Discuss performance evaluation for the Fire Chief at a meeting in February or March.

16. Adjournment.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 8:50 PM.

Respectfully Submitted,

*Carolyn M. Norgard*  
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant