

HOODLAND FIRE DISTRICT #74
SPECIAL BOARD MEETING MINUTES
FEBRUARY 24, 2026

Board Members: Nora Gambee, John Drake, Kirk Peterson, Cliff Fortune, and Terry Niedermeyer. Five voting members in attendance.

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

Guests: Gordon Sletmoe and Kenny Frentress (Zoom)

1. Call to Order: By Nora Gambee at 6:59 PM

2. Roll Call

3. Pledge of Allegiance: Led by Terry Niedermeyer

4. Persons To Be Heard. None.

5. New Business

A. Fire Chief Recruitment Facilitation Process

i. Gordon Sletmoe and Kenny Frentress (SDAO) have been hired to assist the Board with the Fire Chief recruitment process. SDAO provides facilitation and advisory services but does not recruit or select candidates. SDAO offers a range of services, from being available for consultation as needed to providing comprehensive assistance throughout the entire process, including development of the job description, establishing qualifications, facilitating negotiations, preparing employment agreements, and mentoring.

a. The Board expressed its desire to utilize the highest level of service available, with substantial hands-on assistance.

ii. The Fire Chief Job Description will need to be reviewed, edited as necessary, and formally adopted.

iii. A compensation analysis is recommended as part of the recruitment process. It was recommended that HR Answers be hired to conduct a salary survey and compensation study. Hoodland may have some free hours from HR Answers which would reduce the cost.

MOTION MADE: By Cliff Fortune to hire HR Answers to conduct a Salary Survey with a cost not to exceed \$3,000.00.

2ND: By Kirk Peterson

DISCUSSION: Gordon Sletmoe will coordinate directly with HR Answers and will inquire about any free hours through SDAO.

VOTE: Motion Passed Unanimously, 5 Ayes. Nora Gambée (Aye), John Drake (Aye), Kirk Peterson (Aye), Cliff Fortune (Aye), and Terry Niedermeyer (Aye).

iv. An item to be considered is whether the Board would like to offer travel reimbursements to applicants.

v. A recruitment announcement will be developed using District information and advertised nationwide across multiple platforms. The recruitment period will remain open for at least one month.

vi. There are different processes for interviews/selection including panels, assessment center, or a combination. Gordon Sletmoe will provide sample interview questions for consideration. Stakeholders will be invited to participate in the interview process. Stakeholders include local business owners, USFS, Staff, Volunteers, etc.

vii. SDAO will collect and review applications and then meet with the Board to discuss qualified candidates. Applications will initially be taken at face value. Background checks and verification processes will occur later in the process, noting that comprehensive background investigations may take up to one month to complete.

a. If a conditional job offer must be rescinded, the District's legal counsel will be contacted prior to taking any action.

b. Additional hiring requirements will include a Fit for Duty exam.

c. State of Oregon has Veterans' Preference Law. The District is required to grant an interview to Veterans who meet minimum qualifications. Preference points will be applied throughout the process in accordance with state law, based on Veteran or disabled Veteran status.

B. Fire Chief Recruitment and Hiring Process Timeline

i. The Board reviewed the proposed recruitment and hiring timeline.

ii. Fire Chief Jim Price indicated he is willing to extend his contract to allow additional time to complete the recruitment process without expediting the timeline.

iii. The timeline will be updated to reflect an anticipated Fire Chief start date of October 1, 2026.

iv. Fire Chief Jim Price will provide mentoring and transition support to the selected candidate for a period of one to two weeks.

v. Fire Chief Jim Price has a vacation scheduled in July, so the timeline will be adjusted to work around those dates.

C. Sample Fire Chief Job Description

i. The Board reviewed the Draft Fire Chief Job Description and discussed proposed revisions. The document received a professional review from the consultant and an HR review from the SDAO HR Manager. Certain language updates were recommended from a legal and human resources perspective, as well as formatting consistency. The Board retains authority to accept or decline any recommendations.

ii. The Board discussed clarifying the residency requirement using a mileage standard rather than a response-time (minutes) standard. The board expressed support for a requirement that the Fire Chief reside within twenty (20) miles of Hoodland Station 351. The Mutual Aid agreement states that a Chief Officer will be present by the time mutual aid resources arrive. Exceptions may be granted at the Board's discretion.

iii. The Board will discuss and review the Job Description Policy at the March 10, 2026 Board Meeting.

D. Sample Fire Chief Recruitment Packet

i. Gordon Sletmoe will put together the packet with information gathered from Staff regarding benefit details and information about the District.

E. Potential Candidates

i. Board meetings are public meetings; therefore, potential candidates are permitted to attend.

ii. DC Scott Kline has voluntarily chosen not to attend the section of the Board Meetings that relate to the Fire Chief Selection, as he intends to apply for the Fire Chief position.

iii. DC Brian Henrichs acknowledged that he does not feel prepared to apply for the Fire Chief position currently and believes he needs more experience before considering candidacy.

6. Executive Session under ORS 192.660 (2) (e): To conduct deliberations with designee on real property transaction negotiations.

RECESS From Regular Session at 8:51 PM

RECONVENE Into Executive Session at 8:54 PM

A. Discussion on Clackamas County Purchase Sales Agreement

ADJOURNMENT of Executive Session at 9:31 PM

RECONVENE into Regular Session at 9:32 PM

7. Other New Business. None.

8. Adjournment by Nora Gambee at 9:32 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Type By: Christi Harris, Administrative Assistant