



Boardman Fire Protection District Board of Directors  
Board Meeting Minutes  
December 10, 2020  
Boardman Fire Station 81  
300 SW Wilson Lane, Boardman, OR 97818  
Zoom Meeting: <https://us02web.zoom.us/j/8249254681>

**CALL TO ORDER at 7:00 pm by Chairman Loren Dieter**

**PLEDGE OF ALLEGIANCE** was recited.

**PRESENT**

Director: Chairman Loren Dieter, Vice-chairman David Boor, Secretary/Treasurer Ken Browne, Don Russell, and Steve Myren.

Staff: Chief Mike Hughes and Executive Assistant Suzanne Gray

**PUBLIC HEARING FOR THE NAME CHANGE:** open at 7:01 pm

**OPEN TIME FOR PUBLIC EXPRESSION - NONE**

**AGENDA ADJUSTMENTS - NONE**

**PRESENTATIONS/RECOGNITION**

Chief Hughes recognized Sam Irons for completing Fire Officer II certification.

Chief Hughes recognized Mark Sow for completing Firefighter I certification.

Due to COVID, the recognition is verbal only at the Board meeting.

**DIRECTOR REPORTS**

Don Russell reported on the Columbia River Enterprise Zone II (CREZ II) meeting. The committee agreed to pay Boardman Fire 2015 truck payment (6<sup>th</sup> of 7 payments) in the amount of \$176,214.95. The two new Amazon projects at Lewis & Clark and Olson Road in the City of Boardman pay an amount as if they were on the tax roll. Boardman Fire's amount is \$74,845.15. Boardman Fire received an additional \$124,828.28 from all other CREZ projects. Total CREZ funding of \$375,888.38 in 2020 to the Fire District. Chief Hughes can't thank the CREZ board enough. The help with capital improvement makes it possible to increase personnel levels.

David Boor asked what the value of an Amazon project. Inside a building is worth \$200 million. Each campus of four buildings is valued at \$2 billion. Don Russell stated that the land prior to Amazon was valued at \$150,000 classified as deferred farming generating \$285 per year.

**FIRE CHIEF'S REPORT**

1. Bond Update –
  - a. A resolution Authorizing the Sale of the Bond is ready to be executed. The Fire Station project committee is ready to start.
  - b. Two grants have been awarded.
    - i. The grant submitted through the Chamber \$10,000.00 for sanitizing equipment in the engines, Zoom Owl, and iPads for Board members.



## **FIRE CHIEF'S REPORT CONTINUED**

- ii. \$4,200 through the State of Oregon will fund service of the Lucas tools (mechanical compressions for CPR).
2. Chief discussed the logo that will be on the fire apparatus. It looks like the one on tonight's agenda header. Steve Myren asked about the legalities of a name change for a taxing entity. He wanted to make sure the proper steps are in place. Is the planned for Boardman Fire Recue District formerly Boardman Rural Fire Protection District? Will a new Federal Tax Identification Number be needed? Does the name change effect the GO Bond? Chief Hughes said he would check on legality.
3. Annual Evaluations are being done in the organization. December 1<sup>st</sup> – 31<sup>st</sup> supervisors will be evaluating subordinates. To be in line, Chief asks that the Directors have evaluations ready for the January meeting. Marty Broadbent and Suzanne Gray have completed evaluations for day-to-day operations feedback. Next meeting could be open or closed session depending on the need to hammer on the Chief.
4. David Boor asked about the payment from the State of Oregon for the Conflagration. Boardman Fire has not received any checks. It is not an uncommon wait a year. Steve Myren said the fire was so massive, larger sized agencies will be paid first. The budget is short, creative payment to smaller agencies is considered.

## **CONSENT CALENDAR ITEMS**

Steve Myren moved to approve as presented the minutes of the 10/2020\* (11/12/2020) meeting and bills payable. Ken Browne seconded the motion. The motion passed 5-0 by those named Ken Browne, Loren Dieter, Don Russell, David Boor and Steve Myren.

## **ACTION ITEMS**

1. David Boor moved to adopt Resolution 12-001-2020 Bond Sale Authorization to sale and issue the general obligation bonds in order to obtain the necessary funds to build the fire station and order emergency response apparatus. Steve Myren seconded the motion. The motion passed 5-0 by those named Steve Myren, Don Russell, Ken Browne, Loren Dieter, and David Boor.
  - a. Money will be available February 15, 2021. Chief Hughes will create a separate budget for the Bond to track the money with different codes. Using income and expense lines of Station, Tactical Tender, Land keeping the budget very clean. Two separate money market accounts at Bank of EO to keep bond funds separate.
  - b. The motion passed 5-0 by those named David Boor, Don Russell, Ken Browne, Steve Myren and Loren Dieter.
2. Chief Hughes requests approval to purchase three Tactical Tenders from Boise Mobile Equipment. Purchase funds to be from sale of bond(s). Each vehicle will be at a cost of \$320,000.00 for a total of \$960,000.00 (this is the pre-pay price, see attached quote). This



## ACTION ITEMS CONTINUED

price includes pre-build conference, final inspection and delivery. Budgeted \$350,000 per Tender. Total savings to District \$90,000.00. Apparatus drawings attached.

- a. This is a newer design called the Boardman Spec. Similar to the Type 3 Cal-Fire. The pre-pay will save the District some money. Don Russell explains the letter giving approval to purchase allows Boise Mobile Equipment to start within 30 days -starting 10-month build a couple of months early.
  - b. Steve Myren wants to see specs soon. He also asked how this met Oregon's purchasing requirements for sole source as bids were not collected. State bid/State contract piggybacked on California government purchases. Boise Mobile Equipment is the only manufacturer in the nation for this type of apparatus. The drawing is Boise's cookie cutter with a minor adjustment. Tactical Tender is a standard cab truck like most water tenders. Single person operations can be done. If the Directors approve, Boise Mobile Equipment is happy to wait for February payment.
  - c. Chief would place one of each Tactical Tenders in two substations and main station. Two people respond at substations. They can pump and roll on a wildland fire or start defensive structural fire operations. The main station model of both admin and line staff in two Type 6 and one Tactical Tender works. For similar milage, rotation of the identical Tactical Tenders will be easy.
  - d. Steve Myren moved to approve purchase of three Tactical Tenders with the provision purchase guidelines are followed. Each vehicle will cost \$320,000.00 for a total purchase price of \$960,000.00. Don Russell seconded the motion. The motion passed 5-0 by those named Don Russell, Ken Browne, David Boor, Loren Dieter, and Steve Myren.
3. Chief Hughes requests approval to pursue agreement with Pierce Manufacturing for the 10-year Lease of Type 1 Engine with an estimated price of \$536,000.00. The annual lease payment is estimated at \$63,866.00.
- a. The lease saves the District \$25,000 per year. Two options at the end of the 10-year lease: pay the balloon payment and own the truck or give it back, waive the balloon payment, and get a new truck. With lease, approximately \$70,000.00 can be stored in the replacement fund.
  - b. Don Russell moved to pursue the 10-year lease agreement with Pierce for a Type 1 Engine with an annual payment of \$63,866.00. Ken Browne seconded the motion. The motion passed 5-0 by those named Ken Browne, Loren Dieter, Steve Myren, David Boor, and Don Russell.



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## COMMITTEE REPORT

1. Recruitment/Retention
  - a. Chief Hughes went to the Buttercreek Station on Tuesday to meet with current volunteers. One additional person is ready to commit and one other possible bringing the total to four. A step in the right direction.
  - b. Training every Tuesday night at 7:00 pm. Two wildland only volunteers have left. Chief is working toward an all-purpose, all risk firefighters. Lots of turnout and commitment with the be here, be trained expectation.
  - c. David Boor asked if he could attend training. Captain Adam Cole has a list of training topics. Anyone is always welcome to attend training.
2. Fire Station Committee - RFP for the station expected to be ready December 16<sup>th</sup>. Becky Blankenship is collecting all architects or construction companies interested in the project. Becky will invite the best fit to be interviewed.

## FINANCIAL REPORTS

1. Budget to Actual shows that tax income is close to being distributed.
2. CREZ will distribute funds by next Tuesday. Normally completed in January.
3. Chief would like to roll extra funds in a line item into a reserve fund. As discussed, up to half of a budget can be in Contingency in case of catastrophic event, or rainy-day fund.
4. Steve Myren approves to pull funds from Contingency for the tires on Rescue 1 new-to-Boardman Fire. Ken Browne assisted in moving the light rescue to Station 81. The tires are 12-14 years old. Replacement quote is about \$2,000.00. Don Russell recalled that tire blew on an engine about a year ago.
5. Expenditures in payroll are different as the staff model changed. Fewer in administration and two new line staff will need adjustment. All other line items are in alignment. David Boor asked about District Director Expense. Normally this line pays for conference fees but this year was spent on the consultants for the Bond Measure.

## COMMUNICATIONS

1. Audit report was sent by Chief Hughes. Rebecca Price will be sending hard copies.
2. Special Districts Association of Oregon sent emails with invitations to the virtual SDAO Annual Conference with no cost to attend.
3. David Boor asked if the IT person could assist him with setting up his new phone. Don Russell said his iPad 3 has been great. Ken Browne and Loren Dieter also like their iPads.

**CLOSED DOOR SESSION: NONE** Pursuant to Oregon State Executive Session ORS192.610 to 192.690

**PUBLIC HEARING FOR THE NAME CHANGE:** closed at 7:48 pm



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**NEXT SCHEDULED MEETING**

Next Regular Board Meeting is scheduled for Thursday, January 10, 2020 at 7:00 pm.  
*Special Board meetings are scheduled as needed with a minimum of 48 hours public notice*

**ADJOURNMENT at 7:49 pm by Chairman Loren Dieter**

\*In Consent Items; Director Myren stated 10/2020 when referencing the minutes presented. The 11/12/2020 meeting minutes were presented in the board packet for the December meeting.

*Respectfully submitted by Suzanne Gray, Executive Assistant*