



Boardman Fire Protection District Board of Directors
Board Meeting Agenda

May 14, 2020

Time: 7:00 p.m.

Location: Boardman Fire Station 81

300 SW Wilson Lane

Boardman, OR 97818

Join Zoom Meeting: <https://us02web.zoom.us/j/8249254681>

CALL TO ORDER at 7:00 pm by Chairman Ken Browne.

PLEDGE OF ALLEGIANCE was recited.

PRESENT

Directors: Ken Browne, David Boor, Loren Dieter, Don Russell

Staff: Chief Mike Hughes and Executive Assistant Suzanne Gray

Absent: Director Steve Myren

OPEN TIME FOR PUBLIC EXPRESSION: None

AGENDA ADJUSTMENTS: None

PRESENTATION:

Directors hearing lots of positive comments regarding public trainings. Chief Hughes says with weather changing, the crews will exercise and train in the mornings.

DIRECTOR REPORTS

1. Ken Browne has email exchanges Ryan Neal, PORT manager, about land for a fire station.
2. Don Russell knows Becky Blankenship, project manager, who is working on two fire stations in Tri-Cities, WA as well as an Irrigon project.
3. Loren Dieter has reviewed the background investigation on Michael Hughes. There is nothing of note. Loren will send the report to Shanta Carter, SDAO Consultant Service.
4. Ken Browne asked Don Russell about the status of the Columbia River Enterprise Zone (CREZ). In Don Russell's opinion, the CREZ third ten-year contract will not happen by the deadline. For a minimum of one year, no CREZ will be in place to attract new industry. CREZ increases new construction and jobs. The industry entering into the enterprise zones vary in size. Chief Hughes offered to attend a meeting to discuss the consequences of not having a CREZ in place. Don Russell said it would not hurt for him to attend the Zoom meeting next Wednesday, 5/20/2020.

FIRE CHIEF'S REPORT

1. PPE Washer and Extractor has been ordered. Thank you extended to Fire Corps and Tillamook. The machines will be placed in the bay where the wooden hose dryer had been. Decontamination of cancerous products will happen in the bays in a commercial washer not in a residential washer passing through the office space. Plumbing will take place the week of May 18-22, 2020.
2. Significant Incidents – Dispatch error re: I84 eastbound milepost 170 one vehicle rollover. Irrigon Fire/EMS and Boardman Ambulance were paged. Boardman Fire arrived 10 minutes after the other agencies. Chief Hughes provided full picture in the event Directors had concerns. Chief Hughes talked with the Dispatcher and Supervisor and learned it was a coding error. MVA doesn't recommend a certain responder but, FMVA does recommend. Loren Dieter says it doesn't happen often.



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FIRE CHIEF'S REPORT continued

3. Chief Mike Hughes directs crews to roll on EMS calls 6:00 am to 5:00 pm. If the Board of Directors approves 24-hours shifts, then crews will roll on all EMS calls. Once the ambulance arrives, the transfer is seamless to a higher medical authority and transporting agency.
4. Engine 820, 1979 Grumman, was donated to Arlington. A thank you letter was sent and they put the engine into service.
5. Chief Hughes and command staff had a meeting with the Navy. Chief signed a Mutual Aid Agreement with the Navy. If there is a fire, BRFPD will provide structure protection staying on the road. Navy crews are on base from 8:00 am to 4:00 pm and are certified for wildland fires. The Navy has two Type 6 apparatus and is working on obtaining a water tender. As BRFPD continues to Irrigon, Bombing Range crew will be dispatched as well. Shared trainings will be scheduled.
6. ADP and Oregon tax laws and PERS constraints are being worked through. Patience as the process is moving forward.
7. Chief Hughes met with Jeff Wendler at RDO – Three Mile Canyon Dairy Digester. Both crews and command staff toured the site. The entire process was evaluated for safety. RDO is installing unmanned monitors and a hydrant. Don Russell provided some history on the start up of RDO. No more than three responses to haystack fires convinced them to join the District. RDO provides shop space for some fire equipment and trains employees.
8. Chief Mike Hughes let the Board know of the change in location of staff. Administration is 'upfront' and the crews are in the back.

CONSENT CALENDAR ITEMS

Don Russell made a motion to accept the regular Board of Directors meeting minutes of the 4/9/2020 in conjunction approve bills and payables. Loren Dieter seconded the motion. Discussion on the motion; Don Russell would like to review the charges on the VISA cards. Suzanne Gray provided the documentation. The motion passed 4-0 by those names Ken Browne, David Boor, Don Russell, and Loren Dieter.

ACTION ITEMS

1. Firefighter Sleeping Quarters – Request approval to install “temporary” sleeping quarters at the rear of the station. The sleeping quarters will be within the required setbacks according to City and County codes. If approved crews will start 24 hour shifts 7/1/2020. 24-hour shifts will drastically reduce deployment times aka “get out” times at night. The District will be in the position of providing first due EMS, as well as other services to the Community in a timely manner and will meet NFPA 1710 standard of 80 seconds.
 - A. Bid #1 Pacific Mobile Structures: Setup Fee \$4068.00, monthly rental fee \$642.25
 - B. Bid #2 Design Space: Setup Fee \$5100.00, monthly rental fee \$575.00Line item Capital Outlay – Facilities 6-9010 will be used for this expense, if approved. Set up by June 15th to be ready July 1st.

Don Russell asked which bid is recommended. Chief stated that Bid #2 would recoup the set-up costs as he figures a three-year rental; otherwise no preference. Loren Dieter made a motion to authorize Chief Michael Hughes to enter into a rental agreement with Design Space. Don Russell



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seconded the motion. The motion passed 4-0 by those named Don Russell, Loren Dieter, David Boor, and Ken Browne.

2. David Boor asked how responding to EMS calls is going? Chief talked about a call with someone having chest pain. BRFPD was on scene in 4-5 minutes with care started. The transfer to Boardman Ambulance Service has been seamless. Firefighters have EMT Basic or Intermediate Level, running EMS calls allows them to practice skills. At times the ambulance is tied up, Loren Dieter mentioned that at night the ambulance can be 10-20 minutes before arriving on scene. David Boor asked about turn over at the scene. Chief replied that the ambulance has higher level of medical authority (paramedics) and they transfer patients. The turn over is automatic.

A good partnership exists with Boardman Ambulance and Boardman Fire. Chief has discussed Boardman Fire taking the extra ambulance when first is in route and Irrigon is unavailable. David Boor asked about insurance covering in the event of a wreck. Our insurance will cover the District. The Truck is ready roll so redundancy built in. Loren Dieter would like a Mutual Aid Agreement with the Health District addressing the liability of using their equipment. Clear understanding and okay with BRFPDP using Morrow County Health District equipment. The best contact is Rusty Estes, retired Fire Chief in Heppner. Don Russell asked how the CPR machine Lucas made by Strkyer is working. Chief Hughes has seen in action at Carl's Jr. and it is awesome tool.

3. PPE – Personal Protective Equipment: Request to move \$20,000.00 from “Cash on hand” \$350,000.00 to 6-5130 for the purchase of 10 sets of Turnouts. 12 sets are currently in compliance. We require 48 more sets to become compliant. Current plan is to replace 10 sets per year to bring all Turnouts compliant. Chief is looking to provide the next 10 sets of turnouts in the next budget year. David Boor asked how all volunteers will be in compliant turnouts. Chief noted that some volunteers are not yet certified. During Tuesday night trainings, non-compliant turnouts are used. Right now, staff on incident put their gear through the wash cycle. They are in non-compliant turnouts until dry. These 10 sets of turnouts catch us up. The helmets will be here in 10 days. David Boor made a motion to move \$20,000.00 from “Cash on hand” to line item 6-5130 to by 10 sets of turnouts. Don Russell seconded the motion. The motion passed 4-0 by those named David Boor, Don Russell, Ken Browne, and Loren Dieter.
4. Extend the sale of 20-1 (2020 Pierce PUC Engine) to July 1, 2020. Interest on the truck is due June 11, 2020 regardless if the truck is sold or not. Interest Due \$14,046.69. First payment due 6/30/21. That payment will be \$126,315.48. If the truck isn't sold by July 1st, it will be put into service but still be for sale. Don Russell do not believe the community will have heartache especially when it saves money. Ken Browne suggested talking with the bank on an extension. Chief stated either way the interest has to be paid and the loan will continue. Don Russell made a motion to extend the sale until July 1, 2020. Ken Browne seconded the motion. The motion passed 4-0 by those named Don Russell, Ken Browne, Loren Dieter, and David Boor.
5. Morrow County Treasurer sent a letter and order under ORS294.035 which authorizes investment of any money held by the County Treasurer. Don Russell explained these are short term investments. Bank of Eastern Oregon matches the interest rate. Don Russell authorizes the County Treasurer and also authorizes the Chief to handle similar at the Bank of Eastern Oregon. Loren Dieter seconded the motion. The motion passed 4-0 by those named Don Russell, Loren Dieter, David Boor, and Ken Browne.



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6. April 17, 2020 Letter of Engagement from Rebecca Price, CPA was received for auditing Fiscal Year 2019-2020. Loren Dieter made a motion to have Rebecca Price audit for Fiscal Year 2019-2020. The motion was seconded by David Boor. The motion passed 4-0 Loren Dieter, David Boor, Ken Browne, and Don Russell.

COMMITTEE REPORT

1. Recruitment/Retention provided by Stephanie Irons, read by Chief Hughes. Each volunteer received a Gatorade and snack during National Volunteer Appreciation Week. Wildland Firefighter Academy went well with press recognition. One volunteer is back from deployment and is active in training and calls. Tuesday, May 5th regular trainings with social distancing. Volunteers are very active still coming to call outs. Volunteers filling in for sick or vacation shifts of paid staff. David Boor asked about the \$10 a run. Chief said the money is budgeted to start July 1st. Having a volunteer fill in for a paid staff at a fraction of the price. Loren Dieter said that at police department they can't pay volunteers as paid staff. Chief said he would 1099 then.
2. Trouble getting bids on the compressor. Now that Scott no longer makes them, it is necessary to get another bid. Moving slowly forward on the compressor.
3. Trucks are going to the high school Thursday nights honoring the 2020 graduates.

FINANCIAL REPORTS

See Attachment "Financial Report-April"

COMMUNICATIONS

1. Communique magazine
OFDDA sends the magazine. BRFPD has not been paying dues. SDAO has good trainings and has updates on changes in the law. As time goes along, Chief Hughes may find OFDDA is as relevant.

CLOSED DOOR SESSION: None taken

REPORT OUT ON CLOSED SESSION: None

NEXT SCHEDULED MEETING

Budget Committee Meeting is scheduled for Thursday, May 28, 2020 at 6:00 pm in Station 81 via Zoom.

Two people representing the Board of Directors are needed at Budget Committee. No action items on the agenda. A recommendation of the budget to the Board of Directors.

Next Regular Board Meeting is scheduled for Thursday, June 11, 2020 at 7:00 pm in Station 81.

Special Board meetings are scheduled as needed with a minimum of 48 hours public notice.

ADJOURNMENT at 8:03 pm by Chairman Ken Browne.

Respectively submitted by Suzanne Gray, Executive Assistant