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Boardman Fire Protection District Board of Directors  
Board Meeting Minutes  
June 11, 2020  
Boardman Fire Station 81  
300 SW Wilson Lane, Boardman, OR 97818  
Join Zoom Meeting: <https://us02web.zoom.us/j/8249254681-85832306307>

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**CALL TO ORDER at 7:02 pm** by Chairman Ken Browne

**PLEDGE OF ALLEGIANCE** was recited.

**PRESENT**

Director: Ken Browne, David Boor, Steve Myren, Don Russell  
Staff: Chief Mike Hughes, Fire Marshall Marty Broadbent, Lt. Casey Zellars, Lt. Jeremy Gierke, FF Richard Hernandez, FF Sam Irons, FF Ethan Salata, Suzanne Gray  
Guests: Becky Blankenship, Hill International; Darrin Sweeney, City of Richland Architects West; Mike Wilson, Westby Associates (via Zoom); and Karen Hughes  
Absent Director Loren Dieter

**OPEN TIME FOR PUBLIC EXPRESSION:** None

**AGENDA ADJUSTMENTS:** None

**OPEN BUDGET HEARING at 7:03 pm**

**PRESENTATION**

Design Build:

Darrin Sweeney from City of Richland and Becky Blankenship with Hill International discussed Design Build. Darrin described the history of traditional building process where the architect designs a building that does not incorporate the end user's functionality. Contractors bid on the design but change orders increase the cost. A legal decision in 1918 created tension between architects and contractors leaving the owner in the middle without satisfaction. Design Build brings the owner, architect, builder, subcontractors, owner's representative together as a team. The team can properly max out each taxpayer dollar. All parts are at the table at the same time for the fire district to drive the value. The owner provides a list of needs but team works out best layout to meet the needs. A mindset including collaboration, integration, teamwork makes Design Build an efficient use of time and taxpayer dollars. The Richland Design Build station came in faster and nearly \$1million less than the traditional approach in Kennewick. Darrin doesn't like government but Design Build allows him to answer why this material or that layout. When Darrin is part of the process, he can answer how every dollar was used in the building. Transparency and trust among the team generates the Design Build advantages.

Public Information Support Proposal for a Bond:

Mike Wilson with Westby Associates in Vancouver, Washington participated through Zoom and speaker phone. He touched on several other projects the company has worked on in the area from 2015 Health Clinic to the City of Boardman's recent water system. The City's project was affected by COVID-19. Facebook Live presentations at City Hall were viewed live by 25 people but also visited over 3,000 times. Mike Wilson suggests meeting with focus groups of influence and affluence. A list of individuals in the area has been sent for review by the Board of Directors. If the two focus groups recommend the bond in July, then Westby Associates will move forward creating an information Power Point for distribution in



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August, September, and October. Mike Wilson will provide information and select people to bring the campaign to life. Many on the Board are familiar with his work. Mike Wilson will be returning from Joseph, Oregon Tuesday, June 16<sup>th</sup>.

### **DIRECTOR REPORTS**

Don Russell rode with Chief Hughes and Police Chief Stokoe after the wind event through Wilson Mobile Home Park. Chief Hughes stated that 197 people were placed by Red Cross. Due to COVID-19 gymnasium shelter was not possible. Displaced people were temporarily housed in hotels. Food was given out. The Unified Joint Command of Fire Chief Hughes, Police Chief Stokoe, and Red Cross spanned three and half days. The outpouring from the community was amazing with lots of great feedback.

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

1. All EMT's are covered under the Morrow County Health District (MCHD). Therefore, no written Ambulance Agreement needs to be formed for use of second ambulance. If the use becomes consistent or on a routine basis, the leaders may talk about an agreement. Currently, the MCHD has no issue with BRFPD using the equipment.
2. Parking Agreement has been signed with Health District. The written agreement clarifies who pays for damages. If you crash into their building, you BRFPD or individual will pay.
3. Chief has discussed with Pierce about selling the newest apparatus 20-1 Pierce 2020 PUC. Pierce is not willing to sell the customized truck. The truck is here and in service before July 1<sup>st</sup> as promised. With the low call volume, the truck will have low miles as up for sale. The Board will have final say to sell this piece of equipment. The best classification is a wet, heavy rescue truck. The compartments on top were designed for mass casualty equipment. Due to safety concerns, store equipment used once a year. Crews will make due with it while it stays up for sale.
4. Memorandum of Understanding (MOU) with US Fish and Wildlife Service was signed by Chief Mike Hughes. BRFPD was fighting fire on US Fish and Wildlife land near Patterson Ferry Road. When Fish & Wildlife representative came by the station for debriefing, he asked about the bill. The MOU was signed then. Casey Zellars mentioned that Chief could sign as a contractor and/or conflagration administrator. Chief Hughes also signed as the change in administration at BRFPD. All other affected agencies had already signed the MOU.
5. The arrival of the sleeping quarters is scheduled for mid-June. Bill Hancock has been contracted to hook up the electrical. COVID has delayed the arrival of beds and lockers for the rooms. Steve Myren mentioned night video surveillance for the safety of personnel. International Safety Security can load to a card or the Cloud. Chief Hughes says he will get system accomplished. The steps to enter/exit quarters were not to code. Code compliant ones significantly more to rent. BRFPD will build steps.
6. Bill Ellis has announced his retirement effective July 16, 2020. He has devoted nearly 30 years of his life to the District as a volunteer and then 16 years paid staff. He has lots of great ideas. Bill elected to retire at this point. A retirement luncheon will be held July 15<sup>th</sup> in his honor. Board members, staff, and volunteers are invited. Steve Myren recalled responding to scenes in his patrol car, Bill stopping in the yellow gas truck, and Marty brining the fire truck.



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### **FIRE CHIEF'S REPORT continued**

7. Stephanie Irons submitted her resignation believing she could better serve the District as a volunteer. Steve Myren asked for clarification. She is continuing in the same capacity just not being paid.
8. Marty Broadbent reported on a wildland fire on Bombing Range. The code worked at the gate into the base. BRFPD responders met the Navy Base Chief at the compound. The fire was about three acres south of the compound. The rain put out the fire.

### **CONSENT CALENDAR ITEMS**

Don Russell made a motion to accept the minutes of the 5/14/2020, Regular Board of Directors meeting and approve payment of bills and payables. Steve Myren seconded the motion. The motion passed 4-0 by those named Don Russell, Steve Myren, David Boor, and Ken Browne.

### **CLOSE BUDGET HEARING at 8:03 pm**

### **ACTION ITEMS**

1. Steve Myren made a motion to approve the Adjusting Line Items in the Fiscal Year ending June 30, 2020 as provided by the Chief (see attached). Don Russell seconded the motion. Don Russell explained about a budget and what the adjustments were. The motion passed 4-0 by those named Steve Myren, Don Russell, Ken Browne, and David Boor.
2. Chief Hughes discussed the recommendations from the Budget Committee. Volunteer Pay should be moved to Administrative Expense as a Contracted Service. Payroll line item Out of Class Pay is numbered as 6-2140. Health & Wellness was also recommended moved from Payroll Expense to Administrative Expense. Chief Hughes noted that LB-20 and page of LB-31 are balanced budgets. Chief requests an adoption of 2020-2021 budget in the amount of \$2,315,215.00. Don Russell made a motion to adopt the budget. The motion was seconded by David Boor. The motion passed 4-0 by those named David Boor, Don Russell, Ken Browne, and Steve Myren.
3. With the retirement of Bill Ellis, Chief Hughes seeks approval to hire 2 firefighter/EMT's. This would give the District eight firefighters on the line.
  - a. If approved, the Administrative Captain would move to lead a shift. This would result in three shifts working a traditional fire service 48/96 schedule. A 48/96 is two 24-hour shifts on and four 24-hour days off. Three shifts of three people 24 hours a day, 365 days a year.
  - b. The starting pay rate for the new hires would be \$42,640 – \$47,067. Ellis' total computation was \$126,661.00. Total computation for two Firefighters is \$129,131.00. A difference of \$2,470.00.
  - c. If the Board agrees, Chief Hughes has an ad ready to post. The position would close on June 17<sup>th</sup> at 4:00 pm. This would allow the current volunteers a decent shot at applying. Mike Hughes contacted SDAO who said posting on BRFPD website and Facebook page meets public notification. Interviews and physical agility tests will be conducted. July 16<sup>th</sup> would be the start of a 10-day academy of operational procedures.
  - d. Steve Myren asked about someone being sick. Under FSLA & BOLI, the position can be filled with overtime of another firefighter was Chief's response. Projected overtime is now budgeted so there are three people always. Callback "first right of refusal" is based



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**ACTION ITEMS continued**

- on lowest number of accrued overtime hours. The accrual is ongoing and never gets reset. Steve Myren and Don Russell expressed the fairness of the system. If all paid firefighters refuse, then certified volunteers are offered a stipend for the shift. If no volunteer accepts the shift, then mandatory forced overtime is assigned.
- e. Steve Myren made a motion to approve the hire of two FTE firefighters as Chief presented. Don Russell seconded the motion. The motion passed 4-0 by those named Steve Myren, Don Russell, Ken Browne, and David Boor.
4. Consider hiring Mike Wilson for bond consideration. Mike Wilson will hold focus groups of community leaders and contributors to analyze the success of a November bond. As Chief Hughes has only been here four months, he has limited knowledge and resources of the District. The letter states \$5,000 for 32 hours per month with travelling fees. With other projects, Mr. Wilson would be able to combine travel to BRFPD. Determining from the Focus Group in July, the Power Point presentations may not come about. Please see attachment "Mike Wilson".
- a. The bond would have to come from Board approval. Chief Hughes has made inquiries on land in close proximity, Willowfork & Tatone. He would like to place the four pieces of equipment that are at their age limit. The years of service determine when to retire them, not if they are still shiny. Mike Hughes would like to replace the interfaces and water tender with a tactical water tender.
  - b. Steve Myren stated that the station is a better price, more realistic and logical goal. He asked where would the funds be pulled? Chief stated contingency at \$218,000. Don Russell said the \$9-10 million almost passed. The District encompasses more industry than the City of Boardman. Chief stated that a \$7.6 million bond is \$0.60 per \$1,000.
  - c. Marty Broadbent would like to see the station and the trucks. The trucks look new but constantly under repair. Chief stated \$3,000 for relief valves, AC out in all four. Steve Myren suggested focus on age and ask respected people to come forward. He is a little gun shy on hiring a consultant. Steve Myren continued by placing a cap on spending at \$5,000 per month.
  - d. Don Russell is okay with the results of the first month determining whether going for a bond on the November ballot. Don Russell authorizes the use of contingency funds. Steve Myren made a motion to hire Mike Wilson for information regarding a bond in November reviewing each month for appropriate steps moving forward. Don Russell seconded the motion.
    - i. Discussion point by David Boor; the bond is for 25 years and the station would outlast the bond. Chief replied that the station is set for a 50-year life.
    - ii. Currently five people respond in two apparatus in two shifts. The station could expand to staff 27 people overtime with nine beds (9 people X 3 shifts =27). The current station has been here 50 years and never expected to be manned.
    - iii. Steve Myren said personnel at this point in time and into the future. Training space for both board and public meetings. Chief Hughes wants to be transparent.
    - iv. Don Russell said trucks could be paid by CREZ. Steve Myren could see CREZ buying a truck or two.

The motion passed 4-0 to hire Mike Wilson with monthly review by those named Steve Myren, Don Russell, David Boor, and Ken Browne.





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**ACTION ITEMS continued**

5. **Table** to July 9, 2020: Surplus old fire hose- 3900' of 4", 700' of 1.5", 550' of 3" and 400' of 5"

**COMMITTEE REPORT**

1. Recruitment/Retention: Increased interest with an application from a younger gentleman who will interview on Monday. He is working at a ranch. Compensation will be good too.
2. Compressor information will be available at the next meeting reported Richard Hernandez. He has been working on apparatus.

**FINANCIAL REPORTS**

The 2019-2020 End of the Fiscal Year report was read from the Budget to Actual sheet. Total expenditure is \$1,629,988.00. Total income is \$1,878,558.92. Miscellaneous Income from the Oregon Department of Revenue arrived. Adjustment to only Support Supply and Fire Prevention & Public Education.

**COMMUNICATIONS**

Suzanne Gray received SDAO annual roster verification, otherwise no communication for the Board.

**CLOSED DOOR SESSION:** None

**NEXT SCHEDULED MEETING**

*Next Regular Board Meeting is scheduled for Thursday, July 9, 2020 at 7:00 pm.*

David Boor will be absent July's meeting.

Brief discussion to change the time to start the meeting resolved with no change.

**ADJOURNMENT at 8:38 pm** by Chairman Ken Browne.

*Respectfully submitted by Suzanne Gray, Executive Assistant*