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Boardman Fire Protection District Board of Directors  
Board Meeting Minutes  
August 13, 2020  
Boardman Fire Station 81  
300 SW Wilson Lane, Boardman, OR 97818  
Join Zoom Meeting: <https://us02web.zoom.us/j/8249254681>

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**CALL TO ORDER at 7:04 pm** by Chairman Ken Browne

**PLEDGE OF ALLEGIANCE** was recited.

**PRESENT**

Director: David Boor, Ken Browne, Steve Myren, Loren Dieter, and Don Russell

Staff: Chief Mike Hughes and Suzanne Gray, Executive Assistant

**OPEN TIME FOR PUBLIC EXPRESSION:**

Oregon Judicial Department, Financial Department sent a check in the amount of \$1,583.00. An investigation uncovered the funds were assigned to Boardman RFPD as a victim of theft and trespass in January 2020. Volunteer firefighter Cole Easterday provided the details to the Board. His family had just purchased Lost Valley Farms. A drug dealer was stealing gas (approx. 1,000 gallons). The fellow jumped bail. Easterday Farms was paid back. Morrow County Sheriff suggested donating funds. Firefighter Easterday selected a veteran organization and Boardman RFPD. The Directors thanked Cole Easterday.

**AGENDA ADJUSTMENTS**

The election of board positions will take place now. Steve Myren expressed the desire to continue with this rotation. Don Russell stated that when roles rotate each Director pays attention more. David Boor would like to continue with Kenny as the bond process started with him. Steve Myren believed the Board as a whole provides continuity through the process.

Don Russell nominated Ken Browne for Chair of the Board. Steve Myren seconded the nomination.

Loren Dieter stated he is new and is not sure of what was going on. Don Russell related historically the Chair was in place for several years, in fact he served 12 consecutive years as Chairman. Other members would not show up or be involved in the Board. Steve Myren said there is value in rotation. Loren Dieter said the same person could stay in charge for another year. Ken Browne asked the Chief if he had an opinion. Chief Hughes stated that he has established a relationship with the current Chairman but that he serves all five on the Board. Don Russell nominated Loren Dieter for Chair of the Board. Steve Myren seconded the nomination.

New board members are given an opportunity to gain leadership experience. The other nomination can be discussed once a motion is put forward. David Boor wanted to know if Loren Dieter is comfortable with the nomination. Loren Dieter stated, yes, he was.

Vote held for Loren Dieter as Chair of the Board. The nomination passed 5-0 by those named David Boor, Ken Browne, Steve Myren, Loren Dieter, and Don Russell.

Steve Myren nominated David Boor as Vice-Chair. Don Russell seconded the nomination. The vote on the nomination passed 4-0 by those named Ken Browne, Steve Myren, Loren Dieter, and Don Russell. David Boor abstained.



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Don Russell nominated Ken Browne for Treasurer/Secretary. Steve Myren seconded the nomination.

Browne nominated Don Russell for Treasurer/Secretary. David Boor seconded the nomination. Vote held on Ken Browne nomination for Treasurer/Secretary passed 4-0 by those named David Boor, Steve Myren, Loren Dieter, and Don Russell. Ken Browne abstained.

**PRESENTATIONS: NONE**

**DIRECTOR REPORTS**

1. Ken Browne drove by Buttercreek Station and noticed the weeds were growing tall and against the building. Dan Robbins is the contact for Community Corrections. Chief Hughes will contact him for a standing spring/fall weed abatement. Steve Myren said he could blade the gravel after the weeds are gone.
2. Loren Dieter completed the background investigation on Andrew Corral speaking with lots of people who only had good to say. Tim Atkeson's packet was submitted last week.
3. David Boor continues to hear positive comments from the district constituents. He encouraged the Chief to keep being visible.

**FIRE CHIEF'S REPORT**

1. August 1<sup>st</sup> was the first 24 shift.
  - a. A Shift – Cole, Hernandez, Corral
  - b. B Shift – Zellars, Irons, Haggard
  - c. C Shift – Gierke, Salata, Atkeson
  - d. Swearing in for new hires pushed to September 10, 2020 meeting for family and friends to attend. The ceremony may shift to the apparatus floor.
  - e. Shifts start at 7:30 am the crew is on for 48 hours with 96 hours off. Crew goes from bedroom to apparatus floor and out the door in a minute.
  - f. Chief Hughes has been talking to the new medical director with Morrow County Health District. In partnering with the ambulance, the drugs can be supplied with little or no cost. Both Morrow County paramedics have been attending briefing every Wednesday at 7:30 am.
2. Bond Update – Land Purchase Agreement with A+ Hospitality has been signed. Lee Docken reviewed the document. BRFPD has zero liability if the bond doesn't go through. The \$5,000.00 goes toward the purchase of the land and can take up to 90 days to process.
3. Lexipol  
Policy and risk management hired to do all policies and procedures for \$5,200 annually. If all four administrators worked 4 hours a day, it would take months with review from attorneys the price would exceed \$50,000. Lexipol aligns 161 policies with fire service standards and Oregon law. Steve Myren recalls they rank policies as mandatory, best



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

practices, and optional. Chief confirmed and said the policies are assigned to be reviewed and tracked. Loren Dieter said there is a push from Lexipol dashboard and an update every 6 months. All staff is required to read each policy/procedure. He continued Lexipol has attorneys on staff to update as the laws change. Money well spent.

4. Tri-Fold information on bond
  - a. BFFA is willing to help with mailers and road signs. They are clear that when providing information, they can not be wearing uniform, on shift, or otherwise connected to the district.
  - b. Steve Myren likes the brochure and thinks the mailer is a good idea. The pie-chart showing industry covering majority of the payment is effective. The graph shown is Karen Pettigrew's. Don Russell instructed Chief to contact Mike Gorham, Tax Assessor ask for correct figures for industry in the fire district.
  - c. Loren Dieter thought a flier would be great since meeting the public is restricted. Chief Mike Hughes said more Facebook Live with the Chamber are planned.
  - d. David Boor asked if the Bond passes, what is planned for this building. Chief Mike Hughes asked to keep the three far bays for overflow/maintenance. The rest could be leased out to bus company, Harvesters/Food Pantry.

## **CONSENT CALENDAR ITEMS**

Steve Myren moved to approve: minutes of the 7/9/2020 Regular Board of Directors Meeting; minutes of the 7/30/2020 Special Meeting of the Board of Directors; and Register of Expenses: bills and payables. Don Russell seconded the motion. The motion passed 5-0 by those named Don Russell, Loren Dieter, David Boor, Steve Myren and Ken Browne.

## **ACTION ITEMS**

1. Part B Chief Hughes asked permission to authorize the Bank of Eastern Oregon to extend a \$250,000.00 line of credit for tax anticipation which is in the budget. Chief is hoping to squeak by without dipping into these funds. Don Russell made a motion to approve credit line of \$250,000.00 with the Bank of Eastern Oregon authorizing Chief Hughes and Chair Dieter to sign the paperwork. David Boor seconded. The motion passed 5-0 by those named David Boor, Loren Dieter, Don Russell, Ken Browne, and Steve Myren. Don Russell related that Reclaim has been sold, part of the purchase was clearing 4 years of back taxes.
2. Chief Hughes would like to surplus two 2004\* pickups as they each have 130-150, 000 miles on them. Also, the 2011 Ford has noise in the engine indicating a need to be replaced. A shower unit from CSEPP days has not been used for years. Steve Myren asked how the items would be disposed, state surplus, public auction, or other? State surplus is the plan. Steve Myren related that Echo Fire was interested in an urban interface. Steve Myren is not aware of any agency looking for ½ ton pickup. Steve



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## **ACTION ITEMS CONTINUED**

- Myren informed the shower unit has two generators. Chief Hughes said that the Fair Board wasn't interested in the showers. A short conversation about using eBay resulted in it being a work intensive mode. Steve Myren moved that Chief dispose of these items as he determines best with the funds back into the budget for replacement vehicle. Ken Browne seconded. The motion passed 5-0 by those named Steve Myren, Loren Dieter, Ken Browne, David Boor, and Don Russell.
3. Bauer compressor is the choice after discovering through SeaWestern that Scott is no longer manufacturing SCBA or compressors. Bauer continues to make all parts for all machines. As this is a new fiscal year, Chief Hughes is seeking permission to spend the money as budgeted earlier. Don Russell moved to pay \$79,348.40 for a compressor. David Boor seconded. The price is better and Chief Hughes thanked the Directors for allowing him to be part of the process on replacing the compressor. Removing the electronic tracing module, lowered the price \$22,000. Opening the doorway and electrician price will bring the total cost closer to the original \$109,000. The motion passed 5-0 by those named David Boor, Loren Dieter, Don Russell, Ken Browne, and Steve Myren.
  4. General Obligation Bond Resolution – The resolution was vetted by Bond Counsellor. Chief will turn it in this evening to Bobbi Childers, Morrow County Clerk for processing if approved. Ken Browne moved to adopt Resolution 08-001-2020. Don Russell seconded. The motion passed 5-0 by those named Steve Myren, Don Russell, Ken Browne, Loren Dieter, and David Boor. The document is signed by the Chair and Secretary of the Board. Chief Hughes was told this is a premium bond that many lenders would be interested in obtaining.  
David Boor inquired about surplus vehicles and using the money to put in sewer and water at the Buttercreek Station. This is the plan.
  5. Westby and Associates worked the pre-bond survey. Mike Wilson and staff have assembled a GO Bond Campaign Timeline for August, September, October. Billing has been \$5,000-5,200 each month. Payment has been under the District Director line item. Last month, the Board authorized July fee only. Steve Myren made a motion for Chief Hughes to continue as outlined through October 2020 by Westby and Associates. David Boor seconded. David Boor asked Don Russell how much BRFPD will be getting from the Reclaim sale? Don Russell said 5-6% of \$200,000.00 approximately \$12,000 from previously levied taxes. The check should arrive in a week or two. The motion passed 5-0 by those named Loren Dieter, Don Russell, David Boor, Steve Myren, and Ken Browne.

## **COMMITTEE REPORT**

1. Recruitment/Retention
  - a. No movement to actively recently. Hearing more interest and excitement with new station. A couple of volunteers have not been at training or dispatches and are probably backing away. One is a pharmacist, other is a coffee shop owner.



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- b. New opportunity for volunteers is to sign up for one 24-hour or two 12-hour shifts in a month. If the volunteer lives in a five-minute response time, they can respond from home. Otherwise there is a fourth bed and the volunteer stays in the station.
2. Now that the door is resized and the new compressor will be ordered, Chief will be removing Compressor from the agenda.

### **FINANCIAL REPORTS**

1. July Fiscal Report – Fire Corps fundraising donation for the extractor machine deposited.
2. Heavy purchases for facilities especially painting exterior/interior, sleeping quarters, installing the extractor and dryer.
3. Online Banking is working well and Chief has included a register of the first three weeks.

### **COMMUNICATIONS**

1. Special Districts Association of Oregon and Oregon Fire District Directors Association offering an academy for Fire District Directors. More information on SDAO website. <https://www.sdao.com/sdao-ofdda-fire-district-directors-academy>
2. Related Party Questionnaire from Rebecca Price, Auditor for Chief and each Director to complete.
3. Loren Dieter will not be at the September 10, 2020 board meeting.
4. Three vehicles are leaving, will there be enough? Chief Hughes will be in C81 and Marty Broadbent in C82. Adam Cole is now on shift. When Adam Cole has Duty Coverage, he will drive C81. Also, the crews will go to the store or lunch together in one apparatus.

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

### **NEXT SCHEDULED MEETING**

Next Regular Board Meeting is scheduled for Thursday, September 10, 2020 at **6:00 pm**.

The earlier time is to allow for the two new hire swearing in ceremony.

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

**ADJOURNMENT at 8:02 PM** by Chairman Loren Dieter

*Respectfully submitted by Suzanne Gray, Executive Assistant  
Agenda refers to \* 2006 pickups but both are 2004.*