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

**pledge of allegiance** was recited**.**

**Present**

Director: Chair Loren Dieter, Vice-Chair David Boor, Secretary/Treasurer Ken Browne, and Don Russell

Steve Myren – Rest in Peace 2/1/2021

Staff: Fire Chief Mike Hughes, Fire Marshal Marty Broadbent, Captain Adam Cole, Lieutenant Jeremy Gierke, Officer Ethan Salata, Firefighter Tim Atkeson, Executive Assistant Suzanne Gray

**Open time for public expression –** NONE

**agenda adjustments -** NONE

**presentationS/Recognition -** NONE

**director reports**

1. Ken Browne said meetings on the new fire station are looking good. Loren Dieter expressed that the team needed prodding for what Boardman Fire wanted. Chief indicated that a 3-D floor plan will be ready soon. Floorplans will be posted on the District website and Facebook page. In the June meeting, the orientation of the building on the land will be displayed for anyone on the meeting. The building will face the corner of Tatone and Willowfork.
2. Don Russell wanted to know if there had been a decision on what to do with the rest of the property. The decision is to wait until the end of the project. Will we be able to get the basic building for the price allotted? They have not addressed that yet. Loren Dieter said there was a meeting with the Port of Morrow (POM) Monday, May 17, 2021. POM can impact the cost of the build. The meeting will touch on what POM is willing to do and when this project can get on the schedule. Kirby Nagelhout didn’t want to face the corner because it is a bigger footprint which increases costs. Chief Hughes wants to use the green belt to move the station back further. Once the design phase is set, it goes faster. Chief agreed that the project is on the right track now.

**fire chief’s report**

1. ASA – Ambulance Service Area
	1. Chief Hughes has been working closely with Morrow County Health District. Good progress has been made. Chief Hughes will go before the Health District Board at the request of John Murray. Chief will discuss how his vision will help both Districts.

**fire chief’s report Continued**

* 1. Loren Dieter heard from a Health District board member who was upset at the “take over”. Chief said he is trying to accomplish better emergency services especially in north Morrow County (Boardman and Irrigon).
	2. Don Russell said that the first time the Health District took run at a levy, they hired full time staff. Dave Boor says that both entities get a better bang for their buck. Don Russell would like to see more collaboration because it is the same taxpayers for both entities. New station to design with ambulance service. Chief says that is my exact position. Pool the resources to provide awesome service.
	3. Chief Hughes says that the talks have been good and mainly conceptual with Health District Chair John Murray. A new CEO was hired today. Victor is actually a former CEO of the Health District.
1. State Surplus
	1. The tow rig and shower unit has been sold for just under $21,000.00. Chief Hughes is happy with this.
	2. Chief Hughes picked up the Dodge Durango. The goal is to have it in service by June 1st. The emergency lights and radio will be installed by line staff in house to save some money. The line staff is doing an awesome job.
2. Season Firefighter Positions
	1. Four of five volunteer firefighters for Boardman Fire Rescue District are interested in the summer position. Chief Hughes thinks that is awesome because it provides them on-the-job training. Each seasonal hire will participate in day-to-day operations of the fire service.
	2. With the weather predictions, Oregon will be hit like California with a summer wildland season. Chief Hughes would like to continue to send employees to other areas in the region. Three additional hires will fill in for employees out due to being sick or on maternity leave. Loren Dieter asked if the current volunteers will have a preference in the selection. Chief Hughes stated the volunteer status will be beneficial to application process. Chief Hughes is leaving the process in the hands of the Lieutenants. The interview process will build experience for the Lt. The seasonal employees will work for the Lieutenants.
3. Paterson Ferry Training Facility – on hold until new station is underway.
4. Volunteers at Three Mile Canyon
	1. Four volunteers come to Station 81 for training every other Friday. They have been fitted with gear. Captain Adam Cole will train on wildland procedures, pump a truck, and set them loose. Station 81 still rolls on their calls to support them.
	2. Buttercreek Station still has Tim Rust and Randy Carnine with a piece of equipment.
	3. Captain Adam Cole has trained many in CPR over the last 2-3 weeks. Chief is excited and happy about the CPR trainings.

**Consent calendar items**

Don Russell moved approval of the consent calendar - minutes of the April 7, 2021 regular Board of Directors meeting and bills payable. Ken Browne seconded the motion. The motion carries 4-0 by those named Don Russell, David Boor, Ken Browne, and Loren Dieter.

**action items**

1. Seasonal Firefighter(s)
	1. Chief is requesting permission to hire three seasonal firefighters. Anticipated work period June 1, 2021 to October 1, 2021. Fire season may require adjustment of the end date. Compensation ranges from $15/hour to $17/hour.
		1. The upper end $17/hour would require having certifications EMT, FF1, wildland trained, and other applicable certifications in hand.
		2. The minimum of $15/hour requirements would be basic. Current volunteers are in the middle of FF1 now. By the end of the summer, they would be FF1. Wildland certifications could be accomplished in two days. A couple of weeks of training would get them to 1403 status which allows them to put on SCBA.
	2. The cost would be right around $50,000 to do to be ready for the fire season. Grants may be attached to State fires as they are getting a little money.
	3. Ken Browne asked about a future line-item adjustment. Moving forward, Chief Hughes has added this line item on the (FY 21-22) budget. Since Sena went on unpaid maternity leave, her pay will offset the first half of this. Loren Dieter commented her pay covers until the new budget comes on. The overall payroll budget numbers are where they need to be.
	4. Ken Browne made a motion to hire three seasonal firefighters. David Boor seconded the motion. The motion passed 4-0 by those named Ken Browne, David Boor, Loren Dieter, and Don Russell.
2. Burn Box Training Facility
	1. Chief requests to purchase live fire training Burn Box at a cost $125,000. A Live Fire Instructor Training is included. The District has received permission to house it at the Reklaim property.
	2. The Burn Box is an important training piece. Structure fires are low frequency, high risk. Firefighting training in a controlled environment. These are beefed up containers. Fire is contained. In the event a call is paged out during training, the fire can be put out by closing the doors. This allows all to attend the emergency.
	3. Volunteers can train with Live Burn on a regular basis. For new hires a mini academy can be held; load/pull hose and manage fire.
	4. Funds for the Burn Box would come out of the bond. Previously, $600,000 set aside for a training facility. Asking to spend this $125,000 until the hard number for the Willowfork/Tatone station are provided.

**action items Continued**

* 1. Loren Dieter asked how much it would be to move the Burn Box from Reklaim to Patterson Ferry Training site. Chief Hughes stated little to none as a container truck is all that is needed. The Burn Box is two 20-foot containers with large steel wheels.
	2. Loren Dieter inquired about the permission from Reklaim. Is it in writing, as contract? Cecil Rock is on the Board of Directors for the property. Mr. Rock discussed where he wants the Burn Box. Two to four months for the delivery of the Burn Box. David Boor wanted to know if additional insurance would be needed. No increase insurance costs.
	3. Don Russell wants to get the gross maximum on the fire station before spending $125,000 especially with increase costs on building supplies. Chief reminded the Board that $600,000 was added to the station with the $600,000 for a training facility. Chief is asking for $125,000 of $1.2 million that came from the Bond proceeds. Discussion of the design team thoughts on building materials. Chief will do what the Board wants. Don Russell asked about a two-month delay on purchasing the Burn Box.
	4. When hired, the Board had a training facility high on the list. Chief has no issue delaying this but he will come back to the Board. An option is to authorize Chief Hughes to offer a deposit on the Burn Box as a good faith intention to build it.
	5. David Boor notes the concern of other on the Board. Yet, the construction happening recently quadruples the “low frequency” of a structure fire. Firefighter safety should not be a two-month delay.
	6. David Boor made a motion to buy the Burn Box at full price. Ken Browne seconded the motion.
		1. Ken Browne led the discussion with an option to put $75,000 down and $75,000 at the end of the project in 2-4 months.
		2. Chief doesn’t have a problem giving them $75k and telling them when to start assembly. Chief would provide information to them about the station project too.
		3. Loren Dieter restated the motion with any further discussion. Don Russell would advise holding off until gross maximum price is decided on by the architects. The bond was voted for a new fire station.
		4. Motion on the floor, first and seconded with a roll call vote.

Don Russell- No Ken Browne– No David Boor– Yes Loren Dieter- Yes

Two-Two Tie, the motion did not pass.

1. Order Authorization
	1. The Morrow County Treasurer is a “custodial officer” as defined by ORS 294.004(2). The Morrow County Treasurer is authorized to invest funds of this body by virtue of ORS 294.035, 294.125 and other general authorization.

**action items Continued**

* 1. Don Russell made a motion to authorize the Morrow County Treasurer to invest funds for the District. Ken Browne seconded the motion. Motion passed 4-0 by those named Don Russell, Ken Browne, Loren Dieter, and David Boor.
	2. Chief Hughes circulated the Order for each Director to sign.

**committee report**

1. Fire Station Committee – report under Director Reports.
2. Wilson Fire Station Re-use Committee - Place holder for future meetings

**Fire Loss Management Report**

 Fire Marshal Marty Broadbent provided a report for the past month.

 Re-inspections (3): Lamb Weston West, Lamb Weston East, Port of Morrow Freezer

 Testing (3): PDX 68 Phase 2, PDX 68 Phase 3, PDX 68 Phase 7

Plan Reviews (6)

1. PDX 92 Fire Alarms Phase 1-6
2. Coyote Springs PGE Transformer Fire Alarms
3. Coyote Springs PGE Transformer Deluge system
4. PDX 68 Phase 7,8,9 Fire Alarms
5. Ramandeep Subdivision Site plan
6. Tide Water Development Subdivision Site Plan

 Public Education

1. Seven CPR classes with a total of 85 students taught by Captain Cole
2. One Fire Extinguisher class at the Port of Morrow taught by C Shift.

Revenue Generated from City of Boardman $25,236.40 first quarter of 2021 plans review

Increasing ties with the schools – Safety Days on June 8 & 9 at Elementary Schools: Sam Boardman and Windy River

Work Force Training Center has one student intern starting in September 2021. This student is paid for training at the Fire District.

Ken Browne asked about the ambulance and crew attending sporting events. Chief Hughes stated that first the District has to be licensed to transport. The rig is certified but we need to be licensed through the County. Chief needs to submit a business plan to the County. The reason he wants to be licensed to transport is for mass casualty incidents. The only other time is when both ambulances are tied up. The entire crew mans the ambulance. Why not have a fourth ambulance ready? Chief wants to work with the Health District to transport in a unique situation. He has no interest in taking a crew off the engine to transport to a hospital. Chief wants to give the Health District every opportunity to work into a partnership with Boardman Fire Rescue District.

**financial reports**

* 1. Bank Register April 16 – 30, 2021
	2. Budget to Actual for April 2021
		+ 1. Marty Broadbent’s amount $25,236.40 pointed out. State Surplus selling the tow rig and shower unit at $20,916.
			2. Percentages are right where we need to be. Adjustments of staffing as a whole. Also spending for the bond by the Directors. Yet looking at the line totals, we are where we need to be. The next fiscal year budget will have items broken down for you. This makes it easier for the Board.
			3. The Bond budget has its own spreadsheet. Dividends and purchase of the Utility Truck and Fire Chief Command Rig. Purchased emergency lighting for both rigs. We replaced outdated air bags and battery-operated extrication tools.
	3. No significant amount of money has been spent on the building site. The landowner is waiting for the State to supply a legal description on the land. This lack of legal description hampers both General Dollar and the Fire District.

**communications**

* + 1. Don Russell related that Chief Larry Burns called him when the Chief and the Chair of the Board were on vacation**.** At some point in time,Chief Burns felt that the Boardman guys were looking down the Irrigon guys. All the firefighters started out as a volunteer. Be conscious about that.

Chief Hughes told the Board that a mistake was made – a communication error. Boardman was responding to a call. Irrigon cancelled BFRD. Boardman would continue until IRFPD arrived, if they want. The issue was addressed with Chief Burns and Wayne. Chief has tried to fix the relationship with the person who took issue with the communication. He has reached out several times with many options to meet with no response.

Chief Hughes and Chief Burns were both at the scene. Chief Hughes told Chief Burns - we are coming to help you, cancel us at any time. It’s your Fire District. Boardman has been trying to mend the fences.

closed door session: *Pursuant to Oregon State Executive Session ORS192.610 to 192.690*

Hernandez – ORS 236.350 to 236.370, ORS 240.555, NFPA 1582, District Policy(s) 1004, 1019

Chair Loren Dieter recessed the general session at 7:50 pm.

Chair Loren Dieter reconvened the general session at 8:10 pm.

**Report out on closed door session:**

As it is a personnel issue, no report is made.

**next scheduled meeting**

Next Budget Committee Meeting is scheduled for Thursday, June 10, 2021 at 6:00 pm.

 A Budget Packet will be emailed to the Board Directors and Budget Committee members.

Next Regular Board Meeting is scheduled for Thursday, June 10, 2021 at 7:00 pm.

 A Board Packet will be emailed to Board Directors with board documents.

\*Special Board Meeting – Public Hearing scheduled for Thursday, June 24, 2021 at 3:00 pm.

ZOOM special meeting will be held for 15 minutes for Public Hearing before the budget is adopted.

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

**adjournment** at 8:11 pm by Chair Loren Dieter

*Respectfully submitted by Suzanne Gray, Executive Assistant*