**CALL TO ORDER at 7:01 pm** by Chairman Ken Browne

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

**Present**

Director: Ken Browne, Don Russell, Loren Dieter

Staff: Chief Mike Hughes, Fire Marshall Marty Broadbent, Cpt. Adam Cole, Lt. Jeremy Gierke,

FF Sam Irons, Suzanne Gray *(Page Out 6:58 pm Gierke & Irons returned later)*

Absent: Director Steve Myren and Director David Boor -advance notice given to Chief Hughes.

**Open time for public expression:** None

**agenda adjustments**

The election of board positions occurs during the July meeting. As two members are absent, Chief Hughes asked to put it as an Action Item on the August 13th agenda. Directors Don Russell, Loren Dieter, and Ken Browne had no concerns on the month delay. Don Russell discussed historic need to rotating the positions for each Director to have the opportunity to develop on the Board.

Suzanne Gray asked for a reminder for the best opportunity to sign checks. Chief Hughes made a note.

**presentationS:** None

**director reports**

Don Russell noted that Chief Hughes took an active role in the Boardman Community Development Association meeting the morning of July 9, 2020.

**fire chief’s report**

1. New Hire Update
   1. Tim Atkeson from Gladstone Fire and Andrew Corral from Umatilla Rural Fire were offered conditional employment. Boardman Police Department started a character background check. A Criminal background check was run through Oregon State Police.
   2. The two firefighters will have a 12-month probationary period starting July 20, 2020. A two-week academy on the “How To at BRFPD” 40-hour week allows them time to see the process here and possibly teach new.
   3. Residency requirement within the 12-month probationary period. If either fail to achieve residency within District, he failed probation.
   4. August 13 meeting includes a formal swearing in ceremony. Chief Hughes would recognize Tim Atkeson and Andrew Corral before the Board and issues badges.

**fire chief’s report continued**

* 1. A ten-minute break would be allowed for cookies and punch with invited family members, new hires, staff and board members depending on COVID restrictions.

1. Sleeping Quarters
   1. City of Boardman Building Inspector McIntire issued a permit for occupancy.
   2. Scott Ezell is working on hooking up the electricity providing a quote on supplies.
   3. Beds arrive tomorrow. Bedroom walls are being shifted from the office layout.
   4. Stairs are being built next week by a WPI volunteer who contracts with Amazon.
   5. 24-hour shifts start August 1st with the new hires.
2. Bond Update
   1. Letter to 30 influential community members is being sent as an email with COVID limits. Along with the letter, each individual will receive the Power Point printed out for any changes any Board member would like to note. The Power Point defines BRFP now and where the agency could go. A 10-question monkey survey is available. The survey results go directly to Mike Wilson. Mike Wilson tallies and develops a report for the Board of Directors.
   2. The map shows the property near the current location. ISO five-mile radius: red circle is now, yellow new headquarter station, green is future substation near Highway 730 and Interstate 84. Eighty-three percent of the call volume is right here. Moving the headquarter station, ISO rating is maintained. Improving ISO requires a substation out further.
   3. The Power Point does not have money figure attached. Chief Hughes estimates $8.3 million for land, station, replacing equipment which would be approximately $0.65/$1,000.00.
   4. Replacing the older equipment, surplus the equipment and use the money for water/bathroom at Buttercreek Station 84.
   5. Communication with Mike Wilson has arrived at pushing out the Power Point and survey on Monday, July 13th. Chief asked the Directors to take a couple of days to look over the Power Point and give feedback. Chief asked if anyone had questions now. Don Russell doesn’t see anything right here. Ken Browne said it looked good.
3. OMD Mutual Aid Agreement signed by Chief Hughes on behalf of Boardman RFPD
   1. Homeland Security Base is staffed like Bombing Range on the former Depot. Instrumental in process with arsonist in June. None have structure protection skills and are looking to BRFPD for mutual. Within 10 years, they expect to have 30,000 people at the training center; 2,000 people in a year or so.
   2. Possible to provide Fire & EMS with our own station at National Guard Training Center. Cohabitate with Oregon Military Department with the benefit of their resources for four hours at no cost. They are interested in our structural protection abilities. Resources could include Chinook air support from Pendleton.

**fire chief’s report continued**

* 1. Don Russell stated good working relationship with Navy or OMD but then change in Skipper every 4 years. Chief related that they are excited with interagency training. It is working well. Don Russell added that part of the National Guard area is to be turned over to local use and slated for an industrial park.

1. Refuge Arsonist Update

Younger kid with mental issues was identified. Parents were talked to by Morrow County Sheriff Office. A good partnership with Fish and Wildlife has developed with direct contact with supervisor in Burbank, Washington.

1. Extractor/Dryer Update: The machines are ready. Staff is learning how to use them.

**Consent calendar items**

Don Russell move to approve both the minutes of the 6/11/2020 Regular Board of Directors Meeting and Register of Expenses: bills and payables. Loren Dieter seconded the motion. The motion passed 3-0 by those named Don Russell, Loren Dieter, and Ken Browne.

**action items**

1. Chief Hughes is asking permission to surplus old fire hose Boardman RFPD no longer needs or has a use to include: 3900 feet of 4-inch, 700 feet of 1.5-inch, 500 feet of 3-inch, and 400 feet of 5-inch. Options are to offer to Port of Morrow, sell on eBay or construction company. Don Russell moved approval of Chief Hughes to surplus hose as he deems best. Loren Dieter seconded the motion. The motion passed 3-0 by those named Ken Browne, Don Russell, and Loren Dieter.
2. Consider purchase agreement of 5.2 Acers of Raw Land at Willowfork and Tatone in Boardman. When Chief Hughes first contacted the landowner, the sale price was $169,000.00/acre. After explaining that BRFPD was not connected to the city or port, the price was reduced to $116,000.00/acre for the entire lot. The Fire District only needs 2.5 acres but the landowner is not interested in breaking up the lot. Chief wonders if someone would be interested in the remaining portion. Chief Hughes would like to make an offer on the land contingent on the bond passing. The lot is on the northeast corner of Willowfork and Tatone zoning is light commercial. Veejay Patel is the landowner with several hotels and land in Pendleton, Hood River, and Boardman. Chief will not sign or promise any further until the Board directs him. Loren Dieter made a motion that Chief Hughes negotiate with the landowner until a sale is pending with approval of the Board of Directors. Ken Browne seconded the motion. The motion passed 3-0 by those named Loren Dieter, Ken Browne, and Don Russell.
3. Chief Hughes presented a draft of a policy for Online Banking from another Oregon Fire District. Chief suggests paying bills up to $500.00 online. The Directors would sign a register instead of individual checks. No one would be able to withdraw cash from the

**action items Continued**

District bank accounts. Chief Hughes and Suzanne Gray would be the only ones signing bills online. Additionally, the credit card will be signed out by the individual making the

transaction. A receipt will be returned with the credit card. Loren Dieter made a motion to adopt the Financial Policy and approve the Chief to move forward to online banking for transactions in the amount of $500.00 or less. Don Russell seconded the motion. The motion passed 3-0 by those named Loren Dieter, Don Russell, and Ken Browne.

1. Resolution for Colonial Life annual action to continue funds pass through payroll of staff who have elected to participate. Don Russell moved to accept the Resolution of the Boardman Rural Fire District Board of Directors for the Adoption of the Boardman Rural Fire District Cafeteria Plan and authorize Chair Browne to sign. Loren Dieter seconded the motion. The motion passed 3-0 by those named Don Russell, Loren Dieter, and Ken Browne.

**committee report**

1. Recruitment/Retention
   1. Two new volunteer firefighters enrolled. Both passed the criminal background check and have been fitted for gear. Cole is recently from Washington. He is working for a large ranch. His former fire department sent him with compliant gear. Casey works at Lamb Weston and is a former volunteer here.
   2. When staff begin 24-hour shifts, Chief Hughes will require volunteers to commit to one 24-shift or two 12-hour blocks each month. The volunteer can stay in the fourth bedroom of the paid staff response area or respond from home. Currently three individuals commit to responding. In addition, each volunteer is mandated to attend two trainings a month. The Fire District gives lots to them and now asking for coverage in return.
2. Compressor is in limbo. Staff is searching for a manufacturer. Also holding off on widening the door until the extractor/dryer installed and operational.

**financial reports**

Fiscal year end is finished with final figures on the Budget to Actual for June 15-July 2, 2020. Cash on Hand in Money Market account is approximately $676,000. Chief Hughes is hoping to transfer monthly about $125,000 until taxes arrive in November.

**communications**

* 1. Communique Magazine Summer 2020 edition from Oregon Fire District Directors Association
  2. Special Districts Association of Oregon Risk Management annual report
  3. Boardman Pool and Recreation Center thank you for filling the pool in an hour and ten minutes. They also thanked the Fire District for the donation of a stair step machine.

closed door session: None *Pursuant to Oregon State Executive Session ORS192.610 to 192.690*

**next scheduled meeting**

Tentative Special Board Meeting Scheduled for July 30, 2020 at 5:30 pm.

Mike Wilson will report on the questionnaires received. Initially, Chief wanted to invite people to the meeting at Station 81. It looks like it won’t happen.

Torrie Griggs will be invited for a platform via Facebook Live and Zoom meeting for open dialogue. The Board would be able to address comments or questions whether good, bad, or indifferent. As long as transparent communication is achieved regarding the proposed bond.

Next Regular Board Meeting is scheduled for Thursday, August 13, 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 **7:58 PM** by Chairman Ken Browne

*Respectfully submitted by Suzanne Gray, Executive Assistant*