



Boardman Fire Protection District Board of Directors  
Board Meeting Minutes  
November 12, 2020  
Boardman Fire Station 81  
300 SW Wilson Lane, Boardman, OR 97818  
Zoom Meeting: <https://us02web.zoom.us/j/8249254681>

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

**PLEDGE OF ALLEGIANCE** was recited.

**PRESENT**

Director: Loren Dieter, David Boor, Ken Browne, and Don Russell; Steve Myren via Zoom.

Staff: Chief Mike Hughes, Fire Marshal Marty Broadbent, Captain Adam Cole  
Firefighter/EMT Richard Hernandez, Firefighter/EMT Sam Irons, Firefighter/EMT Sena Haggard, and Executive Assistant Suzanne Gray

**OPEN TIME FOR PUBLIC EXPRESSION - NONE**

**AGENDA ADJUSTMENTS - NONE**

**PRESENTATIONS - NONE**

**DIRECTOR REPORTS**

Ken Browne sent another email to Kathleen about a grant opportunity without response.

**FIRE CHIEF'S REPORT**

1. Bond Update –
  - a. The General Obligation Bond passed by 70%. A thank you went out on Facebook and sign board at Station 81. A Facebook Live thank you is to come.
  - b. Selling the bond is a lengthy process. A resolution from Bond Counsel must first be executed. The Bond Counsel fees are paid first and expected amount of \$275,000.00. The remaining amount is for Design Build the station and apparatus. The bond money will be available February 15, 2021. The purchases can be made now with contingency funds. The money will be replaced with Bond funds.
  - c. Chief has been in contact with the landowner. An official contract is in place. One acre of the parcel along Main Street has been sold.
  - d. Chief will build a separate budget for the bond. A separate money market account will be opened for the bond income. Specifics will be tracked for station or engine purchases. Don Russell asked if a Supplemental Budget will be need. Chief will ask the Bond Counsel for correct legal steps. He will follow up with SDAO. Don Russell understood that if there was more than a 10% increase, then a supplemental budget was needed. He also suggested talking to the County Finance Director. Chief would spend a little time with the owner representative and attorney to cover this as well.
2. Portland General Electric (PGE) would like to create a public relations (PR) event. PGE has donated equipment, dry foam units, PPE. The PR will be on the District website and Facebook page. A forklift is needed to put air compressor in place.



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3. State Surplus has sold the Ford and one Chevy pick-up for a combined total of \$14,000. The flatbed and trailer have generated some interest with an asking price of \$30,000. State Surplus takes 17% which is more than the 10% understood.
4. The District applied for a COVID-19 grant through the Chamber of Commerce in the amount of \$10,000.00 for the following items.
  - a. Misters to decontaminate apparatus, similar to airplanes. The Port has one.
  - b. Owl for Zoom meetings instead of borrowing from another entity.
  - c. Director iPads or laptops to eliminate paper.
    - i. Training for technologically challenged.
    - ii. Access information with a touch of a button.
    - iii. Keep them at the station for proper updating or send home with Director with stipulation only District business.
    - iv. Don Russell prefers the iPad as it charged for days over hours of a laptop. Also, enlarging the text on screen helps. Do not purchase one for him.
  - d. Projector – visitors via Zoom could follow agenda and attachments.

### **CONSENT CALENDAR ITEMS**

Don Russell moved to approve as presented the minutes of the 10/15/2020 meeting and bills. Ken Browne seconded the motion. The motion passed 5-0 by those named Loren Dieter, Ken Browne, Don Russell, David Boor and Steve Myren.

### **ACTION ITEMS**

1. Staff and Utility vehicle purchase – Request approval to purchase a utility pickup for \$30,425.62 and a staff vehicle for \$33,484.45 from State Bid see attachment for details. Purchase offset from surplus vehicles.
  - a. The pickups sold will offset the staff vehicle price to \$20,000.00 The soonest the staff vehicle can be ordered is Feb. 1<sup>st</sup> with a 90-day build, arrival mid-May 2021. Steve Myren provided guidance on selecting the staff vehicle.
  - b. Utility vehicle could arrive in 30 days. Ken Browne wanted to know the functions of the utility; collecting fire hose from scene, moving Gator to/from scene, provide transportation for the task force leader travelling out of county. Ken Browne wanted to know reason for choosing a gas over diesel. Chief mentioned a price factor and the utility would not be used daily.
  - c. Loren Dieter asked about outfitting the vehicles. Chief said outfitting would be after initial purchase. A Pendleton company estimates \$5-6,000.00 per vehicle.
  - d. David Boor made a motion to approve the purchase the utility pickup and staff vehicle. Ken Browne seconded the motion. The motion passed 5-0 by those named David Boor, Ken Browne, Don Russell, Loren Dieter and Steve Myren.



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## ACTION ITEMS CONTINUED

1. Owners Representative – Request approval to hire Becky Blankenship of Hill International to manage building process. Total cost from beginning to end just under \$160,000.00. Agreement and payment schedule are attached.
  - a. Becky Blankenship with Hill International has presented at a Board Meeting and a Facebook Live this year.
  - b. Becky Blankenship will be involved in every step of the way and will not cost more than \$160,000.00. Plans will be designed over 3-4 months, feedback obtained before blueprints are made. Breaking ground will happen near August/September 2021. Becky Blankenship is available by phone tonight for any questions or comments.
  - c. Don Russell meets with Becky weekly on a Morrow County project. County also employs the same attorney Robynne Thaxton who will keep us in between the lines. The best fit and best job is considered, not just the money. All is estimated in the cost. When a problem arises, the team works together to work it out. Darrin Sweeny declares that it is a faster process and brought in on budget. If money saved, it goes back into the project.
  - d. David Boor asked if the project only costs \$5 million, what would happen with the \$1 million? The money would be used for Capital Outlay for a new satellite station, or repairs of other stations. The money could not be used for payroll or given back to taxpayers. There are specific choices if this happened.
  - e. Ken Browne made motion to approve hiring Becky Blankenship of Hill International as the Owners Representative. Don Russell seconded the motion. The motion passed 5-0 by those named David Boor, Don Russell, Ken Browne, Steve Myren and Loren Dieter.
2. Owners Legal Counsel – Request approval to retain Robynne Thaxton as Owners Construction Legal Counsel. Estimated cost \$37,000.00; agreement attached.
  - a. Don Russell said Robynne Thaxton sits in on interviews of people for the Design Build team. Loren Dieter noted that she is not Oregon Bar certified. Don Russell related no issues working with her Morrow County. Their building will house multiple agencies. Chief Hughes has worked directly with SDAO counsel. If there are any snags, Chief feels comfortable going through SDAO with Robynne Thaxton as co-counsel.
  - e. Don Russell made a motion to retain Robynne Thaxton as Owner Legal Counsel. Ken Browne seconded the motion. The motion passed 5-0 by those named Loren Dieter, Ken Browne, Don Russell, Steve Myren and David Boor.



## COMMITTEE REPORT

1. Recruitment/Retention
  - a. Two more volunteers signed up at Station 81. Volunteer applicants must first pass the Physical Agility Test before training at the main station.
  - b. Three volunteers signed on at Station 83 on Three Mile Canyon Road
  - c. One additional volunteer at Buttercreek Station.
  - d. Captain Adam Cole will begin training after the new year at the outlying stations. PGE PPE will be used by those in training. Wildland and exterior structure techniques focusing on the more common situations at specific site.
2. Fire Station Committee
  - a. Chief Hughes would like to have two directors. Three directors create a quorum and public meeting creating a 48-hour notice for the public.
  - b. Don Russell serves as County representative for the weekly meetings via Zoom. Other regulars are the Design Build contractor, architect, and Owners Rep. The focus is to be on schedule and within budget.
  - c. Ken Browne and Steve Myren are volunteers for the committee.

## FINANCIAL REPORTS

1. Boardman Fire received just over \$100,000 in the first part of November. Gail Gutierrez answered Chief's questions. He was surprised the residents pay up front but understands the 3% less is a good incentive.
2. Large bills include the Compressor for \$80,000 and heart monitor \$23,500. The heart monitor grant money has been received.
3. Loren Dieter asked about the \$29,000 in Miscellaneous – additional PGE funding.

## COMMUNICATIONS

1. Thank you card for Good Shepherd Community Health Foundation. David Boor asked for a card that the Directors could sign.
2. Clackamas Fire District sent a thank you letter for assistance and resources during the fires.
  - a. Adam Cole was Task Force Leader in the area. Don Russell appreciated the small world lived in by us.
  - b. \$70,000.00 expected from the State for overtime and back fill while crews out on conflagration. Everyone has been paid and the money will return to payroll and some equipment costs.
3. Send Chamber thank you flowers \$100 for all the help during the Fire Bond campaign.
4. Compressor to find a home adding surplus hose. Vendor of old compressor still deciding which fire district will be gifted with it. While attending the Irrigon Fire Board meeting, Chief Hughes reported Irrigon was giving Arlington a compressor that filled one bottle.
5. Suzanne Gray announced the cancellation of the awards banquet this year due to COVID.



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6. David Boor requested an addition to the agenda. What to do with this facility. Chief mentioned there would be 8-12 months for people to express opinion. Forming a committee or regular board meeting topic was suggested. People will be invited via Zoom after the holidays. Ken Browne stated that Dirk Dirksen, Superintendent of Morrow County Schools is interested in this property. Loren Dieter agreed that Dirk Dirksen is interested in leasing not buying the space.
7. Don Russell mentioned the Enterprise Zone meeting. The dispersant of enterprise zone fees will happen including the payment of the fire truck (aerial). Greg Sweek will be sending information.

**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, December 10, 2020 at 7:00 pm.  
*Special Board meetings are scheduled as needed with a minimum of 48 hours public notice.*

**ADJOURNMENT at 7:52 PM by Chairman Loren Dieter**

*Respectfully submitted by Suzanne Gray, Executive Assistant*