Boardman Fire Rescue District Board of Directors
Meeting Minutes
August 12, 2025
Boardman Fire Station 81
911 S.W. Tatone St. – P.O. Box 2, Boardman, OR 97818

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL: 6:00 p.m.

PRESENT

Directors: President Lisa Pratt, Vice President Loren Dieter, Directors David Boor, James Ratzlaff and Mike Sowa

Staff: Chief Mike Hughes, Executive Assistant Suzanne Gray, Fire Marshal Marty Broadbent, Battalion Chief/Training Officer Sam Irons, Firefighter II/Paramedic Devon Pulvino, Firefighter/EMT Ben Netter, Captain/EMT Ethan Salata, EMT Cristina Carr

PUBLIC COMMENT: None

AGENDA ADJUSTMENTS: None

BOARD OFFICER SELECTION

President

Director Boor nominated President Pratt. President Pratt nominated Vice President Dieter. Director Sowa seconded the nomination of President Pratt. Discussion: Vice President Dieter said he thought President Pratt was not interested in serving as President again, to which she replied she was willing to do so for another year. Vote was taken by a show of hands. Those in favor of President Pratt: Vice President Dieter, Directors Boor, Ratzlaff and Sowa; President Pratt abstained. Motion carried for President Pratt to serve another term as President.

Vice President

President Pratt nominated Vice President Dieter; Director Ratzlaff seconded. Vote was taken by a show of hands. Those in favor of Vice President Dieter: President Pratt, Vice President Dieter, Directors Boor, Ratzlaff and Sowa. Motion carried.

Secretary

Chief Hughes explained the duties of the Secretary.

Director Ratzlaff nominated Director Boor; Vice President Dieter seconded. Vote was taken by a show of hands. Those in favor of Director Boor: President Pratt, Vice President Dieter, Directors Ratzlaff and Sowa. Those opposed to Director Boor as Secretary: Director Boor. Motion carried.

QUESTIONS & ANSWERS

President Pratt said this was the opportunity for members of the public to ask questions related to the recent fires of July 18th. Chief Hughes said one resident expressed concerns to Police Chief Rick Stokoe about not being notified of the fires. Chief Hughes explained that this particular resident was not in the evacuation zone, and as such, would not have been notified. Only residents within evacuation zones are asked to evacuate. He went on to say he would never encourage a blanket-wide evacuation unless the entire city needed to be evacuated.

President Pratt thanked Boardman City Manager, Brandon Hammond, for attending tonight's meeting. Chief Hughes added his thanks for the City's support, saying he couldn't ask for a better relationship between entities. There was a joint command center with law enforcement and fire set up at Station 81 where everyone worked well together and helped each other out. Chief Hughes then explained to the Board how Station 81 transforms into an incident command center during an emergency, and how BFRD and the various City departments function together during an incident.

DIRECTOR REPORTS

1. Board Bylaws: After discussion, the Board agreed by consensus to hold a Workshop on Tuesday, September 9th at 5:00 p.m.
2. Special Districts Association of Oregon (SDAO) Board Training: Director Sowa provided a synopsis of the recent training, calling it worthwhile. President Pratt said the 2026 SDAO Annual Conference will be held the second week of February in Seaside.

FIRE CHIEF'S REPORT – Chief Hughes

1. Columbia Development Authority (CDA) Land: Irrigon Rural Fire Protection District (Irrigon Fire) filed a lawsuit against the CDA, Boardman Fire, the Port of Morrow, and Morrow County. They're seeking to be the fire district that serves the Rees National Guard Training Center, however, BFRD has an existing, signed contract to provide emergency services there. Irrigon Fire was presented with a "meet-in-the-middle" document that offered to split the taxes with them 50/50 based on them responding to calls there. There were conditions attached to the document, such as responding in a timely manner according to National Fire Protection Association standards, a common condition that would be asked of any mutual aid organization. Irrigon Fire instructed its attorney not to respond, so BFRD's attorney will now prepare a motion to dismiss. Chief Hughes said Irrigon Fire is basing its lawsuit on the "seven-mile rule" but it's 17 miles from their station to the gate they'd be required to access the base. Irrigon Fire's argument is moot because they're not within seven miles, so it throws their whole suit out, he said.
2. Type 6 Update: Both units built by BFRD are now in service. The 2007 Ford, Type 6, will be sent to the Buttercreek Station.
3. Live Fire Training: For about the last four years, live fire trainings have taken place at the Reklaim facility at the Port of Morrow. That property will be sold by auction in the near future, so BFRD's equipment needs to be removed. Chief Hughes discussed the benefits of maintaining a training center there. Discussion ensued. Chief Hughes said he would report back with specifics on the bidding process, including the minimum bid requirement.
4. Willow Fork Drive Fire: Chief Hughes displayed maps of the 19-acre fire that hit Boardman on Friday, July 18th, burning five homes and the Boardman Food Pantry. He said one fire was started by a walk-behind mower on a day with high winds, high temperatures and eight-percent humidity. Once it started, it just started running. Crews were trying to mop-up a fire on Hilltop Drive when they saw the smoke and had to break to respond to it. He detailed BFRD's response that day, as well as protocols that were followed. He talked about continued concerns in the areas of Willow Fork Drive, Cottonwood Loop and Anderson. He said he and Mr. Hammond "are on the same page" when it comes to how to avoid another catastrophic event, and the responsibility of owners to maintain their properties.

CONSENT CALENDAR ITEMS

1. August 12, 2025 Regular Board Meeting Minutes
2. Approve Bills and Payables

Vice President Dieter moved to approve the Consent Calendar, as presented; Director Sowa seconded. Vote: President Pratt: Aye; Vice President Dieter: Aye; Director Boor: Aye; Director Ratzlaff: Aye; Director Sowa: Aye. Motion carried.

ACTION ITEMS

1. Approve Resolution Number 08-12-1-2025 – Change Regular Board Meeting Day

Chief Hughes said this initiates the change approved at the last meeting to move the regular Board meetings from the second Thursday to the second Tuesday of each month.

Director Boor moved to approve Resolution Number 08-12-1-2025: A Resolution Initiating the Change of Regular Board Meeting Day; Director Ratzlaff seconded. Vote: President Pratt: Aye; Vice President Dieter: Aye; Director Boor: Aye; Director Ratzlaff: Aye; Director Sowa: Aye. Motion carried.

2. Approve Resolution #08-12-2-2025 – PERS Deferred Compensation

Chief Hughes said this allows employees to contribute up to $23,000 per year into the PERS 401(k) deferred compensation plan. He recommended approval. Vice President Dieter said he believed the 457 deferred compensation plan was better than a 401(k). Chief Hughes suggested the motion include both plans to allow the flexibility to look at both.

Vice President Dieter moved to approve Resolution #08-12-2-2025, PERS deferred compensation 401(k) and 457; Director Ratzlaff seconded. Discussion: none. Vote: President Pratt: Aye; Vice President Dieter: Aye; Director Boor: Aye; Director Ratzlaff: Aye; Director Sowa: Aye. Motion carried.

FIRE LOSS MANAGEMENT DIVISION REPORT – Fire Marshal Marty Broadbent

- BFRD received a check from the City of Boardman for plan reviews and inspections for the second quarter in the amount of $89,894.
- The crew finished the 2025 hydrant maintenance flushing, for which BFRD will receive another $8,000.

TRAINING DIVISION REPORT – Battalion Chief/Training Officer Sam Irons

- Twenty-five team members contributed a total of 221 training hours.
- Administered two nine-month probation tests and two 12-month probation test; all candidates passed.
- Three CPR classes held for 22 students
- One pre-school demonstration took place at the Oregon Child Development Coalition.
- Boat rides were offered on the Fourth of July weekend.

EMS REPORT

B Shift – Firefighter II/Paramedic Devon Pulvino

- EMS calls year-to-date: 750.
- EMS calls last month: 74. Twenty-six were transported to local facilities, with one being an interfacility transport (IFT).

- Recently initiated a contract with Good Shepherd to transport patients to Kadlec's cardiac cath lab for procedures, and then back to Good Shepherd. The transports are done on a pre-arranged basis.

FIRE REPORT – Captain/EMT Ethan Salata

- Fire equipment has been the area of focus and coverage.
- Waiting to hear back on a large federal grant but has been pursuing other resources for income in case it doesn't work out.
- B Shift had been working on the Type 6 units.

FINANCIAL REPORTS – Chief Hughes

- As it's the beginning of a new fiscal year, there was no significant activity to report.
- Legal fees have impacted reserves and should be reviewed again by the beginning of November. If Fire Loss Management and EMS Recovery continue to make money, things should be fine.
- Asked Morrow County to pay BFRD upfront for ambulance service, just like they do with Morrow County Health District. It's a change to the contract so the County Administrator is reviewing it. Chief Hughes is also asking for six months. BFRD gets $275,000 per year to provide ambulance service in Boardman and qualifies for a 10% increase, bringing it to $327,000. MCHD is paid $825,000 to run ambulance, which is a significant difference. He said he takes responsibility as the one who put together the numbers but there's not equality there.

COMMUNICATIONS – Executive Assistant, Suzanne Gray

- Information was sent to the Board regarding online trainings on Best Practices. This year, Best Practices focuses on Paid Leave Oregon and this section is complete. She said Directors need to do one of the three trainings offered.

MUTUAL AID REPORT – Battalion Chief Irons

Chief Irons reviewed the report, which was divided into sections by mutual aid "given" and mutual aid "received."

PRESENTATIONS/RECOGNITIONS

- Chief Hughes recognized Firefighter/EMTs Izaak Thoman and Nate Forrar for completing their 12-month probations, which in this organization, is "not a cakewalk."
- President Pratt recognized staff for the outstanding job on July 18th, and for every day. She said it's been nice to see the shift in the agency over the last few years.

CLOSED DOOR SESSION: None

NEXT MEETING: Tuesday, September 9th, 6:00 p.m. The Bylaws Workshop will take place at 5:00 p.m. that same day.

ADJOURNED: 7:22 p.m.

Respectfully submitted by Roberta Lutcher