



Boardman Fire Rescue District Board of Directors
Meeting Minutes
July 10, 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, Captain/Fire Loss Officer Jeremy Gierke, Company Officer/Paramedic Cole Anderson, Company Officer Mark Sowa

PUBLIC COMMENT: None

AGENDA ADJUSTMENTS: None

SWEAR-IN NEW DIRECTORS

The new Directors, James Ratzlaff and Mike Sowa, were sworn-in by Chief Mike Hughes and given their Certificates of Election.

DIRECTOR REPORTS

1. Board Bylaws: President Pratt briefly reviewed the contents of the notebooks compiled for the Board members: fiscal year calendar, Special Districts Association of Oregon (SDAO) Handbook, Oregon Public Meeting Law, BFRD's draft bylaws, and the Oregon Revised Statutes applicable to Special Districts and Fire Districts.

After discussion, it was agreed the new Board members will individually tour the district with Chief Hughes, including the Port of Morrow and the airport. In addition, a tentative date of Thursday, September 18th was discussed for a work session to review the draft bylaws.

FIRE CHIEF'S REPORT – Chief Hughes

1. Columbia Development Authority (CDA) Land: BFRD's attorney contacted the attorney representing Irrigon Rural Fire Protection District (IRFPD) multiple times but received no response. The opinion of our attorney is Irrigon will let things play out in the courts, said Chief Hughes. For the benefit of the new Board members, Chief Hughes provided a history of the CDA and a summary of the current situation with IRFPD.
2. Type 6 Update: The older Type 6 vehicles were sold and the District opted to build two new units using Dodge 550 Crew Cabs. One is in service and the second should be ready around July 2nd. They are used for mobile pumping during wildland responses.
3. Staff: Representatives from C Shift (Company Officer/Paramedic Levi Renfrew and Firefighter/EMT Jesse Hughes) are in Coeur d'Alene, Idaho to participate in the services for the two battalion chiefs ambushed and killed there on June 29th. Boardman Police Department was represented by its Chief and an officer, he added. Chief Hughes went on to thank all staff members for their hard work in the last week as they ran 51 calls. There were 12 calls on July 2nd and 13 on July 4th but everyone took it in stride.

CONSENT CALENDAR ITEMS

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

President Pratt asked if the new Board members could vote since they were not at the June 12th meeting. Chief Hughes said there were some things they wouldn't be able to participate in tonight.

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

ACTION ITEMS

1. Approve Resolution Number 07-10-1-2025 – Line-Item Transfers

Chief Hughes answered a few questions from the Board, to their satisfaction.

Director Boor moved to approve Resolution Number 07-10-1-2025: In the Matter of Adjusting Line Items to Expenditures in the Fiscal Year ending June 30, 2025; Vice President Dieter seconded. Discussion: none. Vote: President Pratt: Aye; Vice President Dieter: Aye; Director Boor: Aye; Director Ratzlaff: Aye; Director Sowa: Aye. Motion carried.

2. Request to Approve Directors Ratzlaff and Sowa as Authorized Signers

Chief Hughes said two actions were needed – one to add Directors Ratzlaff and Sowa as authorized signers and another to remove former Directors Ken Browne and Luis Medel Rodriguez as authorized signers.

Vice President Dieter moved to remove Directors Ken Browne and Luis Medel Rodriguez as authorized signers, and to authorize Directors James Ratzlaff and Mike Sowa as signers; Director Boor seconded. Vote: President Pratt: Aye; Vice President Dieter: Aye; Director Boor: Aye; Director Ratzlaff: Aye; Director Sowa: Aye. Motion carried.

3. Request to move regular Board meetings to first Tuesday of each month. Start time will remain at 6:00 p.m.

Director Sowa moved to change the Board meeting to the second Tuesday of the month; Vice President Dieter 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
Fire Marshal Broadbent's written report listed the status of inspections and tests performed at six different construction project sites. He also provided updates on Plan Reviews for three projects. He said the District received \$8,000 from the City of Boardman for 2024 fire hydrant maintenance, and that the Amazon building on Bombing Range was completed.

TRAINING DIVISION REPORT – Battalion Chief/Training Officer Sam Irons

- Twenty-five team members contributed a total of 205 training hours.
- Administered a six-month probation test, and an engineer test; both candidates passed.

- Three CPR classes held for 18 students
- Two Fire Extinguisher classes were taught to 68 students.
- Two pre-school tours conducted.

MUTUAL AID REPORT – Battalion Chief Irons

The Mutual Aid Report was reviewed. He noted there were quite a few mutual aid calls to Umatilla County. Chief Hughes and Battalion Chief Irons explained how mutual aid works in the region and answered several questions from the Board.

EMS REPORT – Company Officer/Paramedic Cole Anderson

- Sixty-one EMS calls since the last Board meeting.
- Six interfacility transports (IFTs)
- Chief Hughes said Cole Anderson was certified on June 27th as a new Paramedic and he’s been enjoying his time on the ambulance.

FIRE OFFICER’S REPORT – Company Officer Mark Sowa

- There were 107 calls for service in June. Sixty were EMS calls and the remainder were responses to fire alarms, fires, and assistance calls from the public.
- As the person in charge of BFRD’s drone program, he said he’s been working with the Federal Aviation Administration to obtain approval to expand capabilities in-District.

FINANCIAL REPORTS – Chief Hughes

Again, for the benefit of the new Board members, Chief Hughes reviewed and explained the financial forms he presents at Board meetings, and why.

COMMUNICATIONS

- Executive Assistant, Suzanne Gray, said Donna Remmick sent an email thanking the District for the control burn between Kunze Lane and River Ridge Road and for responding quickly to fires started from fireworks.
- President Pratt said there will be a SDAO training August 5th in Pendleton. The topics will be Board of Director Training and Staff Management Training. Ethics and Public Meeting Law trainings are now required, she said.
- Chief Hughes encouraged all Board members to attend SDAO trainings, if possible.

PRESENTATIONS/RECOGNITIONS: None

CLOSED DOOR SESSION: None

NEXT MEETING: Tuesday, August 12th, 6:00 p.m.

ADJOURNED: 6:51 p.m.

Respectfully submitted by Roberta Lutchter