Boardman Fire Rescue District Board of Directors
Meeting Minutes
October 14, 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/Paramedic Cole Anderson, Firefighter II/EMT Peter Haney

PUBLIC COMMENT: None

AGENDA ADJUSTMENTS: None

DIRECTOR REPORTS

1. Board Bylaws – The Board continued to review the draft. Requested updates will be presented at the November 11th meeting.
2. Board Special Districts Association of Oregon (SDAO) Training – Logistics for the conference were discussed, such as housing and who will register the attendees.

FIRE CHIEF'S REPORT – Chief Mike Hughes

1. Columbia Development Authority (CDA) Land: Regarding the lawsuit filed by Irrigon Rural Fire Protection District against the CDA, Boardman Fire, Port of Morrow, and Morrow County, a motion hearing will take place Thursday, November 2nd, 2:00 p.m. at the Circuit Court in Heppner. CDA Director, Greg Smith, suggested the fire chiefs from both districts and their respective attorneys meet to negotiate. BFRD's attorney proposed it take place as a mediation-style meeting.
2. Training Facility/Live Fire Training: Reklaim, Inc., a now-defunct tire recycling and energy manufacturing plant at the Port of Morrow, allowed Boardman Fire to do live fire trainings at its property. However, Reklaim recently sold that property and BFRD's equipment was moved to Station 81, where training will continue. Chief Hughes talked about property near the airport as a possible site for a new facility, however, the structure(s), not including land, would be between $200,000-$400,000. He went on to explain how a variety of trainings could occur at the facility and encouraged the Boardman Police Department to consider such trainings, as well. (Boardman City Manager, Brandon Hammond, was in attendance at the meeting.)
3. Miscellaneous: A drowning victim was located using technology on the rescue boat and assistance from the drone. In staffing news, Mae Larimer was hired as a full-time Firefighter/Paramedic. She's worked at the Naval Bombing Range and will be required to attend occasional trainings with the Navy.

CONSENT CALENDAR ITEMS

1. September 9, 2025 Regular Board Meeting Minutes
2. Approve Bills and Payables

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

ACTION ITEMS – None

FIRE LOSS MANAGEMENT DIVISION REPORT – Fire Marshal Marty Broadbent
Fire Marshal Broadbent reviewed the list of inspections, tests, and plan reviews for the month of September. He pointed out that Captain/Fire Loss Officer Jeremy Gierke passed the International Code Council's (ICC) Inspector 2 test. He mentioned other trainings and classes Capt. Gierke has taken and informed the Board he's doing a really good job and is right on pace.

TRAINING DIVISION REPORT – Battalion Chief/Training Officer Sam Irons

- Twenty-six staff members contributed a total of 246 training hours.
- A three-month probation test was successfully completed by the candidate.
- Three CPR classes were held for a total of 32 students.
- The Mutual Aid Report was reviewed.

EMS REPORT – Firefighter/Paramedic Cole Anderson

- Sixty-seven EMS calls in September; approximately 30% were transported.
- EMS trainings continue to go well.

FIRE OFFICER'S REPORT – Firefighter II/EMT Peter Haney

- Calls for service in September: 119.
- Firefighter/EMT Austen Alder has been working on his 12-month probation testing and is doing well.
- Company Inspection class took place today from 8:00 a.m.-3:30 p.m.
- Staff members have been working diligently to complete hose testing to meet the deadline, along with their other duties.

FINANCIAL REPORTS – Chief Hughes

- Attorney fees were reviewed, with Chief Hughes noting one invoice was signed today for $12,000.
- Software & Systems Support Line is an estimate only due to the changing nature of technology needs.
- President Pratt asked about a recently approved distribution of CREZ (Columbia River Enterprise Zone) funds that have not been issued by the City of Boardman. Chief Hughes offered to assist Mr. Hammond in any way to expedite the process, to which he said he would follow-up with the appropriate person. While on the topic of the CREZ, Chief Hughes said two firefighters serve on the CREZ Board and to alleviate any concerns, it was looked into by the City of Boardman's attorney. It was determined that since CREZ funds do not go toward salaries, they can be involved.

COMMUNICATIONS – Executive Assistant Suzanne Gray

- Best Practices deadline is November 7th.

PRESENTATIONS/RECOGNITIONS – None

CLOSED DOOR SESSION – Not needed

NEXT MEETING – Tuesday, November 11th, 6:00 p.m. Board members were asked to arrive at 5:30 p.m. for photos and dinner.

ADJOURNED: 6:34 p.m.

Respectfully submitted by Roberta Lutcher