



Boardman Fire Rescue District Board of Directors

DRAFT Meeting Minutes

June 8, 2023

Boardman Fire Station 81

300 SW Wilson Lane, Boardman, OR 9781

If requested, Zoom link:

<https://zoom.us/j/9179442009?pwd=Yzk2&HJaSXITUThBbzZWM2gyNS9zQT09>

-DRAFT-

CALL TO ORDER at 6:00 pm by Chair Ken Browne

PLEDGE OF ALLEGIANCE was recited.

PRESENT

Director: Chair Ken Browne, Vice-Chair David Boor, and Secretary/Treasurer Lisa Pratt

Staff: Chief Mike Hughes, Fire Marshal Marty Broadbent, Lieutenant Jeremy Gierke,
Firefighters: Cole Anderson, Mark Sowa, and Jacob Sale (6:06 pm); Suzanne Gray,
Executive Assistant

Absent: Director Donnie Griggs and Director Loren Dieter

OPEN TIME FOR PUBLIC EXPRESSION -NONE

OPEN PUBLIC HEARING AT 6:01 PM

AGENDA ADJUSTMENTS -NONE

PRESENTATION/RECOGNITION

Chief Hughes recognizes Medic Del Turner for his tenacity to obtain two grants. Good Shepherd Foundation and Wildhorse awarded money for training devices including an intubation hood, manikin for airway maneuvers. IO IV into bone marrow Time and energy Good job Del.

DIRECTOR REPORTS

1. 911Tatone Fire Station –
 - a. David Boor asked if Chief Hughes liked the fire hall. Chief Hughes responded this is a fire station. A station tour will follow the meeting.

FIRE CHIEF'S REPORT

1. Staff is awesome.
 - a. The last ten days, Line Staff have been trenching and getting the irrigation system in place. All three shifts have been out working on the project in addition to running calls. When a call goes out, the station is backfilled in 10 minutes by dedicated staff.
 - b. Landscape vendor has been hired to plant trees, hydroseed, and move river rock back. Once the landscape company finishes, Company A, B, C will be mowing the grass. Chief Hughes likes to mow grass.
 - c. A few kinks to work out as staff live in the station. An example is a shower faucet turns counterclockwise on its own.
2. Ribbon Cutting / Open House
 - a. Ribbon Cutting is set for July 3rd from 6:00-7:00 pm making it easier for the Board Members to attend.



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FIRE CHIEF'S REPORT CONTINUED

- b. Open House on July 4th after the parade. Hamburgers and hot dogs will be served. Set this date as lots of people will be in town.
- c. End of Summer Fireworks will be held again.
3. Ambulance Transport License
 - a. Oregon Health Authority (OHA) Survey includes having a FCC license or being connected to an agency that does. Morrow County Sherriff Office (MCSO) has the FCC license. The most recent Intergovernmental Agreement (IGA) with Boardman Police Department is from 2000.
 - b. OHA want a document name. Chief Hughes wrote an IGA and sent it to MCSO as there is no IGA in place. Boardman Police Department's IGA is 23 years old.
 - c. OHA would not invoice without sufficient documentation. MCSO would try to return an IGA by the end of the month. If MCSO takes longer, Chief Hughes will request a temporary variance as obtaining an executed IGA is outside the control of BFRD.
 - i. The Undersheriff want to have their attorney vet the IGA. Justin Nelson is MCSO attorney. He has been against BFRD obtaining a transport license from the start. Chief Hughes would rather have the Deputy District Attorney review the IGA.
 - ii. Chief Hughes has not heard anything further from OHA. Undersheriff has been included on communications. If a temporary variance is denied, Chief Hughes will bring it Jack Caynon. The IGA will be with the Communication Center not with Morrow County Health District.
4. Rescue Boat is in Seattle. Standard tune up is a 30-day turn around.
5. Administrative staff will be in the new station June 15, 2023. Inland has the fiber to the street. IMESD is no longer providing entrepreneurial support. BFRD is now with Port of Morrow's IT department. The Port is very responsive. BFRD is awaiting switches and needed pathways.

CONSENT CALENDAR ITEMS

Chair Ken Browne asked if everyone had looked through the minutes;

5/11/2023 draft of Regular Board of Directors Meeting

5/18/2023 draft of Special Board of Directors Meeting -- sent out after the packet

5/24/2023 draft of Budget Committee Meeting Minutes – sent out after the packet

Chair Ken Browne asked if everyone had gone over the bills.

Lisa Pratt made a motion to approve the consent calendar as presented including 5/24/2023 Budget Committee Minutes. David Boor seconded the motion. Ken Browne called for further discussion. With no more discussion, call for a vote. The motion passed 3-0 by those named Lisa Pratt, David Boor, and Ken Browne.



ACTION ITEM

1. Request approval of the 2023-2024 Bond Budget
 - a. LB-35 is ready to be adopted as proposed and approved by the Budget Committee. The Beginning Cash is what is left from the cost of the station. Bond Payments, both principal and interest, are important. BFRD needs to continue to collect taxes until the Bond is paid off in 2041. Majority of the taxes dispersed in November.
 - b. David Boor made a motion to approve budget for GO Bond 25.84.2020 as presented on Form LB-35 tonight. Lisa Pratt seconded the motion. Ken Browne called for a vote. The motion passed 3-0 by those named David Boor, Lisa Pratt, and Ken Browne.
2. Request approval of the 2023-2024 General Fund Budget
 - a. The LB-31 pages were approved by the Budget Committee. No changes were requested by the Committee.
 - b. LB-31 page 1 Personnel includes a \$1.3 million Line Staff increase for three more paramedics. The LB-20 reflects a new revenue line EMS Recovery. With the Ambulance Transport license, revenue will come in from billing.
 - i. The goal is to have five line staff on shift; two medics and three firefighters. All five will have Fire-Med certifications.
 - ii. If never licensed or part of the ASA, budgets ahead almost doubles. Closed gap in pay scale with UCFD1. UCFD1 budgets annually on the calendar year. By July, Chief Hughes always knows what they are paying and can match it.
 - iii. Increase in tax revenue is up 19%. Ken Browne mentioned that Amazons are coming onto the rolls. He encouraged Chief Hughes to give them a raise. BFRD will pay a matching UCFD1 rate in the hopes they don't leave. Lisa Pratt stated that BFRD take care of the Line Staff.
 - iv. Chief Hughes related Firefighter Paramedics are hard to come by. Discussions revolving about which is better, hiring medics and training the firefighting ourselves. If hiring a fully certified Firefighter/Medic, the new hire has to be taught how to do "BFRD Way".
 - c. LB-31 page 2 Materials & Services added Rescue Ops line. Significant increase for EMS supplies which will be reimbursed. Fuel line doubled for costs. Fire Loss Prevention & Pub Ed increased to include Social Media personnel. Health Wellness increased as more people on staff. Dispatch Services increased with EMS calls.
 - d. LB-31 page 3 Capital Outlay includes \$70,000 to get Wilson building Resident Intern ready. EMS future replacement is listed.
 - e. LB-31 page 4 Debt Services is for Plan D a line of credit to borrow if needed. For a three-year opportunity with only \$500 fee.
 - i. BFRD can stay afloat 8-10 months in the event a fire truck is crashed. One reason for turning to stock units, it's much easier to replace.
 - ii. PNC truck (15-1) truck is off Debit side. Bank of EO (20-1) is a seven year note with 4-5 years left on it. Lease with PNC Financial.



ACTION ITEM CONTINUED

- f. LB-31 page 5 includes the contingency and totals from page 1-4.
- g. David Boor made a motion to approve budget for 2023-2024 General Fund as presented tonight. Lisa Pratt seconded the motion. Ken Browne called for a vote. The motion passed 3-0 by those named David Boor, Lisa Pratt, and Ken Browne.
- 3. Request adoption of Resolution 06-08-1-2023
David Boor made a motion to adopt Resolution 06-08-1-2023 regarding the General Fund for fiscal year 2023-2024 in the sum of 4,180,000.00. Lisa Pratt seconded the motion. Ken Browne called for the vote. The motion passed 3-0 by those named David Boor, Lisa Pratt, and Ken Browne.
- 4. Request adoption of Resolution 06-08-2-2023
David Boor made a motion to adopt Resolution 06-08-2-2023 regarding the Bond Fund for fiscal year 2023-2024 in the sum of 487,042.24. Lisa Pratt seconded the motion. Ken Browne called for the vote. The motion passed 3-0 by those named David Boor, Lisa Pratt, and Ken Browne.

FIRE LOSS MANAGEMENT REPORT - APRIL 2023

- 1. Testing:
 - a. PDX 111 Phase 7
 - b. PDX 178 underground FL
 - c. Boardman Foods Hydro
 - d. Tidewater Apt. Bldg. 4 Hydro
- 2. Plan Reviews:
 - a. City Hall expansion Fire Alarms
 - b. Sage Center expansion Sprinklers
 - c. PDX 604 Alarms
- 3. Pub. Ed./CPR:
 - a. Morrow County Children's Fair at the Port of Morrow.
 - b. Career Cruise-In at the SAGE Center.
 - c. Farmer's Market at the SAGE Center
 - d. Tredit Tire Extinguisher training
 - e. RDO Calbee Foods Ammonia Drill table top
 - f. CPR class
- 4. Crews have been doing great with Pub Ed events. Also, it's been busy with calls. The busiest call run in May at 97 for the month. Total runs is 399.

EMS REPORT

- 1. Lieutenant Gierke worked with Medic Turner on the two grants.
 - a. Good Shepherd Foundation was not able to fully fund our request but they did fund an airway manikin, I Gels for BLS/ALS airway training materials.



EMS REPORS CONTINUED

- b. In the Wildhorse grant, BFRD asked for the remainder to fully fund the training program. A child manikin will be purchased. Neonate simulator will also be purchased. It includes IV capability, provides a full set of vitals, CPR practice. An adult full medical simulator is also being purchased with heartbeat, lung capacity, shock similar to an AED.
- c. The new Medical Director uses hands on training.
- d. The grants provided funding so that only \$3,500 will be taken out of training.
2. ALS and BLS continue to receive in-house education. EMS division is good. Recertifications are underway.

FIRE LIEUETENANT REPORT

1. Major fire on Interstate 84. Adjoining agencies wild/ tract.
 - a. 3,000-acre fire along the freeway. State coordinator who coordinates mobilizations was a bit upset that BFRD did not call for help.
 - b. Lisa Pratt mentioned that it was a good group.
 - c. Special mention of Echo Fire's personnel. Their rig broke down moving personnel to other teams. Echo arrived with "get in, get dirty, and fight fire. Off the charts response.
 - d. Lisa Pratt inquired on how the vehicles did. The station was full of apparatus.
2. Initial report on the new station. 96 degrees outside yet the dayroom is 70 degrees. The AC set to 68 degrees. The crew could feel it drop. In the bedroom, he could pull up the blanket.
3. The modular sleeping quarters left Monday. All crew agreed it was nice not to have leave the bedroom in the middle of the night.
4. Third Tac Tender is done being repaired.
5. Residence Internship will have three rooms for firefighters and one room for police.

FINANCIAL REPORTS

1. Budget to Actual for Bond Fund
 - a. Estimated \$300,000 is left in the bond.
 - b. Expenses include landscaping business recently hired, chairs similar to the Port of Morrow which last 12 years, and the live-edge table.
2. Budget to Actual General Fund

Since the district has gone to paying two times a month, Line-Item transfers will happen at the July board meeting.

COMMUNICATIONS

1. Lieutenant Mark Pratt sent a letter thanking BFRD and specifically Mark Sowa for assist with a drone which led to the capture of a suspect.



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CLOSED-DOOR SESSION – NONE

BUDGET HEARING CLOSED AT 6:54 PM

NEXT SCHEDULED MEETING

Next Board Meeting is scheduled for Thursday, July 13, 2023 at 6:00 pm.
*Special Board meetings are scheduled as needed with a minimum of 48 hours public notice.
Posting on Boardman Fire Rescue website and the post office.*

ADJOURNMENT at 6:54 (18:54) pm by Chair Ken Browne.

Respectfully submitted by Suzanne Gray, Executive Assistant