



Boardman Fire Rescue District Board of Directors

Meeting Minutes

March 9, 2023

Boardman Fire Station 81

300 SW Wilson Lane, Boardman, OR 9781

If requested, Zoom link:

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

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, Secretary/Treasurer Lisa Pratt, Loren Dieter, and Donnie Griggs

Staff: Chief Mike Hughes, Fire Marshal Marty Broadbent, Lieutenants Sam Irons and Jeremy Gierke, Firefighters: Cole Anderson; Medic Devon Pulvino, and Executive Assistant Suzanne Gray

OPEN TIME FOR PUBLIC EXPRESSION - NONE

AGENDA ADJUSTMENTS - NONE

PRESENTATIONS/RECOGNITION - NONE

DIRECTOR REPORTS -

1. 911Tatone Fire Station – bi-monthly meeting Tuesdays at 9:00 am
 - a. Ken Browne walked through the station today. It looked good. He liked the iron being painted. Loren Dieter asked if they had gotten the second coat on yet. Chief Hughes said they had. Ken Browne wanted to make sure the red iron was going to continue through the station and not stay in the apparatus bay. Chief Hughes assured Ken Browne.
 - b. Loren Dieter stated that the fire hall was moving along at a good pace.
 - c. Chief Hughes stated a couple of delays.
 - i. Nationally, the shortage this month is copper which affects the electrical panels. It looks like they are going to ship on the 29th of March.
 - ii. The projected move in date is the end of April but that may be delayed because of the electrical panel. Ken Browne emphasized - three main panels.
 - iii. Loren Dieter verified the panel boxes are onsite. Chief Hughes said they have the boxes and basically the lights will be all that work. The speed doors, the oven, nothing else will work. Ken Browne was told that a couple of the door will work
 - iv. The other thing is the emergency generator is due to ship in November 2023. The City of Boardman will loan BFRD one of their generators for the time between moving in and delivery of BFRD's generator. The City's emergency generator will be hooked up to the panels when they arrive. It will work out nice with three phase, 100 watt almost what has been ordered. The City's is mobile.

BOARDMAN



FIRE RESCUE

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DIRECTOR REPORTS CONTINUED

- d. Today the Port of Morrow landscaper Brian LaBreve a total redesign. The flow is better with dramatically less maintenance. The other design was beautiful but the crews would have had to spend a couple hours a day out in the yard. Ken Browne mentioned the other would need lots of weeding and the mowing was more detailed. BFRD will be purchasing a zero-turn mower. Right now, it looks like a once a week mowing.
 - i. Chief Hughes wanted everyone to be aware of the other design having a high berm in the southeasterly area to block the view into the kitchen. Brian's design eliminates that so mowing isn't over pointed humps. The trees will be that screen. In a worse case scenario, mini-blinds placed on the window or a privacy fence. Super happy with what will be landscaped along with the guidance from Brian and the Port.
 - ii. Ken Browne asked about line size for water which was discussed with Brian. The water valves will be located on the west edge of the property between public parking and sidewalk to the station. The water will come from a one inch but the specific meter is to be determined.
 - iii. Lisa Pratt asked how private the dorms will be. Chief Hughes replied that the dorms have only a single window with near blackout shades. They are not black and have some color. Roll them down, turn off lights, and rest in the middle of the day. They will have all the privacy they need.
- e. Other delay is the concrete work in the entrance, community room, lobby, all that. It did not come out to the expected quality. When people walked in, Chief Hughes wanted the flooring to be more dramatic that what was done.
 - i. The workers are shaving the finish down and filling in cracks. An increased cost and lengthening the build 4-5 days. Ken Browne asked if the community room being sanded today didn't work out. Chief Hughes said it was the second sand. They will "bring it down" to a real nice show-quality.
 - ii. The rest of the station will be textured and polished.
- f. The Port has driveways hammered out. They will be moving dirt to the back filling in a hole that will still be there just not as big. It is a collection area. Chief went to Port of Morrow meeting and thanked them for all their work.
- g. Loren Dieter asked about work in the laundry room. Chief Hughes explained the water tank that was to come at the end of the month.
 - i. Pre-plumb the water tank and hang off of it to see if they can meet the parameters. If these guys are beyond the capabilities of the water heater, then it would be a holding tank. A second heater would be double the cost and the roof would have to be punched through again.



DIRECTOR REPORTS CONTINUED

- ii. Ken Browne clarified that the whole system would circulate hot water throughout the station. Chief Hughes affirmed this. If the hot water is turned on at the far side of the station, hot water will be delivered.

FIRE CHIEF'S REPORT

1. Ambulance Transport License
 - a. BFRD is jumping through their hoops. As of today, next week's meeting is delayed. Justin Nelson wants expert opinion. Chief Hughes pushed back, asking why two years later is expert opinion being sought. Every attorney Chief Hughes knows are willing to write a legal opinion right away. Chief Hughes stated that if he didn't have an answer, he would ask experts in the same field and report back on it.
 - b. It looks like the 98 Ordinance won't be on the agenda next week. Chief Hughes will be asking to be put on the agenda for a Letter of Support for Transport Licensing which is a separate issue from ASA and Ordinance. Once BFRD is licensed, BFRD would have to go back and ask to be added to the ASA.
 - c. With a Transport License, an IGA with UCFD#1 and OMD. OMD is expecting an \$20 million bump in their budget. They will be quadrupling the barracks. More personnel results in more trainings. More trainings will need to be covered with more medical staff. A thousand reasons to obtain license outside of the ASA.
2. FF Shifts 24/48 vs 48/96
 - a. Small group on Facebook are ignorant and don't care to take the time to educate themselves. They could come to these meetings or call the fire station. Chief Hughes will start addressing some of those things so that we can educate anyone who wants to, through the minutes or by being here at a Board meeting.
 - b. Firefighters working 24-48 model are in departments with a high call volume 10,000-20,000 calls. When running this call volume, the firefighters are rarely in their station. The reason for this model is because they're being hammered for the whole 24 hours. 48 hours gives them some time to be home with their families. It is a common scheduling in a bigger organization with a lot of call volume. UCFD#1 just moved to this kind of system. Chief Hughes doesn't recommend this system. If you want to know his reasons, he would be happy to talk with you about it.
 - c. BFRD is on a 48-96. It is perfect for our call volume which is way under 10,000 runs a year. BFRD is rarely get up at night. The 48-hour shift is worked and now Firefighter has four days with family and recover. This model allows quality amount of time with family.
 - d. On the off chance, the first night on shift is hammered with calls, rest is allowed on this rare occasion. Chief Hughes and Chief Broadbent are cognizant of the facts.



FIRE CHIEF'S REPORT CONTINUED

They listen to every single call that goes out in this department. When the crew has that kind of night, Chief Hughes calls over the air that briefing has been cancelled. This means the chiefs will begin at 7:30 am but the crew will sleep to be recovered for the next shift or wildland fire or whatever the next call. Right now, it is rare to have this exception. Chief Hughes is in tune with what is going on and the crews are getting the rest they need.

- e. Chief Hughes wanted to address another comment about why are some of the people who are paid a salary being cut checks out of the budget. The fire service is always encouraging new or continued certification.
 - i. Medic Del Turner is required by the State to take courses annually Pediatric Advance Life Support along with Advance Life Support. Del Turner takes the class and pays for it. Upon producing the certification (passes), he is reimbursed by the district. When you see Del Turner's name in the bank register, it is because BFRD reimbursed Del Turner for his education which is a benefit to BFRD. This process is not only for Paramedic stuff but also Firefighter, Fire Marshal.
 - ii. BFRD only reimburses if the employee passes the course. This is by design, if Del is spending his money, he will pay a lot more attention because he wants that money back. If he takes the test and does not produce a certificate; BFRD does not authorize a reimbursement. That is the incentive to do well.
 - iii. BFRD has a great set of employees. They are prepared, pay attention, and do well on their tests.
 - a) Drone pilot class – Mark Sowa passed and will be reimbursed.
 - b) Fire Marshal & Fire Prevention certifications – Lt. Gierke advancement.
 - c) Jacob Sale took a Firefighter class with Lt. Irons last week.
 - iv. These guys are always trying to educate themselves. The reimbursement is for the education piece. Chief Hughes wants to educate the Board and the public if they show up.
3. New Website.
 - a. BFRD website is up and running. It is doing great. The site is becoming more compliant with more content. There is a compliant piece within the site.
 - b. Over the next week staff photos and apparatus pictures will be added.
4. Open position
 - a. Chief Hughes has talked with two people.
 - i. A bi-lingual female with Advanced EMT with lots of firefighter experience. She stopped by the station and is a great candidate.
 - ii. A male paramedic spoke today. He has been a paramedic 7-8 years and a Firefighter I, Apparatus Operator, Water Tender Operator. Another candidate with good experience. He plans on coming in and talking with the crew members.



FIRE CHIEF'S REPORT CONTINUED

- b. BFRD invites candidates to come visit the station. If they want to continue, then through the paces: interview process, mega code, and physical agility drill.
5. David Boor asked about 24/48 and 48/96 scheduling. In either model, the money is the same - salary is salary and overtime is overtime.
 - a. Chief Hughes yes, 48/96 averages a 56-hour work week. Anything outside of their scheduled shift, it does not matter if scheduled the 24 hours or the 48 hours, anything beyond that is overtime.
 - b. Only reason to change to 24-hour shift is if the call volume is higher and the crew would be ragged on the second day. The advantage for the organization for having a 56-hour work week is that the overtime doesn't start until the 56th hour is worked. Everyone else is on a 40-hour work week.

CONSENT CALENDAR ITEMS

Chair Ken Browne asked if everyone had looked through the minutes (of 2/16/2023 Regular Board of Directors Meeting) sent out after the packet containing draft minutes. Chief Hughes displayed General and Bond Register for February 2023. These are the bills that have been paid.

- Lisa Pratt asked about the SDIS check \$49,000+. Two SDIS checks one for monthly health and dental. The reference check is for annual building and vehicle insurance.
- Chief Hughes asked for the two lines of ADP. The top line is taxes and the second line is all the wages.
- Lisa Pratt asked why there are two attorney fees. Local Governmental Law Group is Carrie Connelly. Sussman & Shank is Jack Canyon. Historically, Speer Hoyt was another attorney firm. The issue at hand determines the attorney contacted.
- Bond register is super short. The amounts are for the new station building.

David Boor made a motion to approve the consent calendar items as presented. Loren Dieter seconded the motion. Chair Browne asked for any further discussion on the motion. Chair Browne called for a vote on the motion. The motion passed 5-0 by those named David Boor, Loren Dieter, Donnie Griggs, Ken Browne, and Lisa Pratt.

ACTION ITEM

1. Resolution 030912023
 - a. Resolution for the Flexible Health Benefits Plan with Word documents that explain the plan in detail. This was first accepted in 2017. It is an annual resolution. Normally the Plan and Summary are not reviewed.
 - b. The resolution was formatted by Emily Guimont, Local Governmental Law Group. The information is from Health Equity. These documents have been vetted by legal counsel. SDAO advised BFRD legal counsel review the documents.



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ACTION ITEM CONTINUED

- c. David Boor made a motion to adopt Resolution #030912023 Resolution of the Board of Directors Adopting the Amended Boardman Fire Rescue District Flexible Health Benefits Plan as presented. Lisa Pratt seconded the motion. Chair Browne asked if there was any more discussion. Hearing none, Chair Browne called for a vote. The motion passes 5-0 with those named David Boor, Lisa Pratt, Loren Dieter, Ken Browne, and Donnie Griggs. Chair Browne announced that the resolution is adopted.

FIRE LOSS MANAGEMENT REPORT - FEBRUARY 2023

1. Testing
 - a. Station 81 hydro
 - b. PDX 93 - Building Final
 - c. PDX 68 - Building Final
2. Plan Review: PDX 604 Sprinklers
3. Inspections: Boardman Head Start
4. Two CPR classes with a total of 10 students
5. Fees
 - a. Lamb Weston \$500 for false alarms
 - b. Oregon Dept. of Transportation was issued a false alarm \$500 invoice. Fire Marshal Marty Broadbent received a call from ODOT. As a state agency, they don't have to pay. If there is another call, BFRD will bill \$1,000. Fire Marshall Broadbent advised them of ways to prevent false calls; put up prescribed burn signs, put up reader board with a message "control burn from mile post to whatever".
6. Last week Chief Hughes and Fire Marshal Broadbent met with City of Boardman to discuss a Hydrant Maintenance Agreement.
 - a. The agreement includes the Fire District testing all the city hydrants by flow testing, flushing, and greasing them. When the testing is done, BFRD will paint the caps to coordinate with a NFPA standard. It just hasn't been done. The last time they have all been flushed was in 2006 by Fire Marshal Broadbent.
 - b. The city will be doing maintenance on the hydrants. When BFRD can't open a hydrant, they have to replace it. Something that hasn't ever been done. The agreement is complete and the project will start around the first of May.
 - c. Chief Hughes added that BFRD will mark each hydrant with a stamp so that we know what number it is. Flushing helps to keep debris from getting into BFRD apparatus pumps. Flushing also helps with clearing of bacteria build up especially on the end line. There are 10 hydrants that need to be flushed twice a year instead of once. During the ISO rating process, there are 10 hydrants throughout BFRD that will be flow tested. These 10 are the twice a year flushed hydrants.



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FIRE LOSS MANAGEMENT REPORT CONTINUED

- d. Lisa Pratt asked how many hydrants are in the district. The city system has 300-350. The Port, with all the Amazons, probably have the same number.
- e. Chief Hughes clarified agreement terms. BFRD will flush and do the maintenance and all that Chief Broadbent lined out. The City of Boardman will pay BFRD
- f. \$8,000 a year and plus the water used at the new station will not be billed. The trade off was pretty good.
- g. Ken Browne asked if this meant one person would need to focus on hydrant maintenance. Chief Hughes explained that it would be put together like the building inspection program. Each shift will be assigned a grid. During the inclement weather months, the crews will be conducting business inspections. Then during the warmer months, they will be out doing the hydrant program. They will do it on duty. It is an activity that can be interrupted by a call. They would shut down the hydrant, gathering equipment, and go off to the call.
 - i. When Chief Hughes was assigned to a medic rig, they would pack hydrant tools on the medic rig and do hydrant maintenance, go on a call, and do hydrant maintenance. It is pretty common.
 - ii. Chief Broadbent mentioned that after the first year, flushing will be faster. Developing a routine will make it faster too.

EMS REPORT

1. Del Turner, C-Shift Paramedic reported February 2023 had a total EMS calls for service of 34; 19 transports and 15 refusals, lift-assists, or stand-downs.
2. A few cardiac arrests. One “save” and one “return circulation but later expired”. The month had some pretty serious calls. Fifty-percent is actually a good outcome for cardiac arrest. Generally, traumatic codes are less than one-percent successful. You never get them back. The one did come back but later expired.
3. BFRD new Medical Director George Apostolopoulos came to BFRD on March 7th. All shifts had direct training with Dr. George.
 - a. Airway day was made up of 8-9 hours with hands on trainings and lecture format. BLS and Advanced airway, CPAP, and other airway topics were covered.
 - b. Medic Del Turner likes the instruction as it is cutting edge in the teaching and treatments with current research-based information. BFRD is being taught what is new, fresh, and proven to be effective.
 - c. Dr. George is changing the team dynamics. How we perform on scene is being updated. Medic Turner thinks they need to be tweaked a bit. Overall, the approach is positive.
 - d. Without a doubt, BFRD is going to bring some of the best emergency medical services to our district with this man. Bringing Dr. George on and Chief Hughes’ compilation of services, BFRD has a really good potential for the EMS system.



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EMS REPORT CONTINUED

- e. Protocols are in place. Medical Director is in place. Paramedics are in place. Soon a transport license will be in place.
4. Ken Browne asked how often the Medical Director will be in Boardman. Lt. Gierke responded that monthly trainings over Zoom are happening. Occasionally, Dr. Apostolopoulous will send a pre-existing lecture from somewhere else when he is busy. Dr. George is planning to be inhouse, hands on twice a year.
5. Ken Browne asked if different procedures are discussed with the Medical Director. Medic Del Turner responded with the beauty of the new procedures is they are based on proven studies.
 - a. The old practices of incident intubation focused on rapidly dive in and go after it. Studies have shown and the new teaching is resuscitate before intubate.
 - b. If the patient's blood pressure is low, the medic is to give fluids or medication to bring the blood pressure up to a normal level before a tube is in the trachea. With this procedure, the change of survival is increased by 50%.
6. Chief Hughes mentioned that these protocols have been vetted in Tualatin Valley a super busy area. Dr. George takes these new procedures and puts them on a busy unit to vet them. BFRD learns the newest, cutting-edge procedures.
 - a. Medic Turner stated that some of the brightest minds of the northwest are putting these together. It is an amazing opportunity to bring Dr. George to the district.
 - b. Del Turner has to step up his game and learn new stuff. He likes the process. The training is detailed like a football play in positioning around a patient. A specific dynamic has to occur so the team is more efficient and provide a higher level of care. New medications, checklists, and everything we are learning, treatment will be done in a timely manner.
 - c. The training assures us and protects BFRD from liability. It is easier to document and have evidence and facts that treatment was given. Del Turner emphasized that BFRD will have accountability, it will be done right, we will get the training we need, we'll have the equipment we need and BFRD will be successful.

FIRE LIEUTENANT REPORT

1. LT Jeremy Gierke of C-Shift reports on apparatus maintenance.
2. The first of the Tac Tenders is in service. Another load of fittings came in this afternoon. The shifts continue to load and complete the other two Tac Tenders.
 - i. BFRD is waiting for a steering box from International for one. The steering box should be here any time.
 - ii. BFRD is waiting for pump parts on the other one. Those should be here soon. Nick from Hughes Fire will be back to rebuild the pump.
3. Squad is still out for maintenance. There were some fairly major repairs that had to be done under warranty. Hopefully it will be back in the next few days.



FIRE LIEUTENANT REPORT CONTINUED

4. The ladder truck will be going out for maintenance. Continued work on Brush rigs.
5. Trainings, inspections, and day to day routines round out the work.
6. Chief Hughes reported that the Tac Tender went on its maiden voyage to Umatilla on Monday or Tuesday.

FINANCIAL REPORTS

1. Budget to Actual for General Fund
 - a. Chief Hughes noted that BFRD is doing good in some areas while displaying income.
 - b. Chief Hughes will answer any questions. He has hit it heavy on why high in some areas like EMS, payroll. Otherwise, it is looking good.
 - c. Lisa Pratt asked when the budget meeting for next year would be. She wanted to know when the new fiscal year budget needs to be ready. The County Assessor just sent the valuation for taxes. BFRD now has the anticipated taxes for 2023-24. Chief Hughes will be working on the budget in March and April. Sometime in May, the Budget Committee process will start. The budget process will wrap up by late June.
 - d. Lisa Pratt related that Mike Gorman would like to attend Special District meetings to assist in the process. Chief Hughes replied that BFRD can definitely invite him.
 - e. It looks like BFRD's tax increase is 18%. This increase will pay for paramedics. If additional paramedics are decided on, a set of three would be recommended. To fund the additional medics, a levy would need to be in place or billing for ambulance service. Otherwise, the budget will have to be tightened on the operations side.
 - f. Chief Hughes is a little scared. IMESD IT support announced as of June 30th they are done providing IT service for businesses.
 - i. Chief Stokoe and Chief Hughes met with one provider. Currently BFRD \$17,000 a year and the City of Boardman paid \$32,000 a year.
 - ii. The potential provider wanted \$50,000 from BFRD and \$100,000 from the city. On top of that, the server and everything is going cloud based for an astronomical number.
 - iii. Chief Stokoe and Chief Hughes are trying to think outside the box. They are searching for other avenues. They are hopeful a tie into the Port would bridge the gap.
 - iv. Chief Hughes understands that the Port has three IT people currently. A brief discussion regarding the number of Port IT people. Between the city and BFRD payment for the position could be managed. BFRD does not need a full-time person.
 - v. Lisa Pratt asked if SDAO might have ideas. Chief Hughes said he had not gone there. The problem is the IT personnel are like paramedics. You can't find them. IT can put their own price tag on it.



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FINANCIAL REPORTS CONTINUED

- vi. Chief Hughes doesn't want to jump into hiring three paramedics when the district has to drop \$75,000 on an IT guy that works four hours a week.
- g. Two new software programs have been purchased and Chief Hughes provided an overview of each.
 - i. ESO is buying out Emergency Reporting (ER). All the reports BFRD compiles and sends to the state. ESO is an enhanced PCR program that the paramedics use. The software 'learns' when the same patient is encountered. The patient's name, history, and meds are pulled from previous interactions. ESO makes the medic's job easier on scene. Check for signature tonight.
 - ii. Training program that allows BFRD to lump smaller trainings into one program. Individual trainings can be eliminated and money saved on the other end. An online training program which is going to help the shifts especially when inclement weather. This is another check the Board will see tonight.
2. Budget to Actual Bond
 - a. Right on target with this budget. When Chief Hughes last looked at the Oregon State Treasury account, the balance was \$2.7 million. It is \$2.3 million left in payments to finish the new station. Holding steady at this time.
 - b. Loren Dieter asked about a figure. Chief Hughes stated minus 1500. The Owners Representatives found a \$91,000 mistake by the builders. They were slated to get \$250,000 profits out of this project. They have to eat the \$91,000. BFRD will have to pay for 5-7 days of extension for about \$5,000.
 - c. Lisa Pratt asked if Chief Hughes feels good with the budget. He responded that he does good. Chief Hughes has a goal to have \$200,000 left over after moved in. He still needs to get plates, pots and pans and that kind of items.

COMMUNICATIONS

1. Postcard from SDAO arrived about Risk Management Regional Training Series
2. SDAO email Best Practices theme Emergency Action Plans
3. SDAO email Recruit New Board Members toolkit

CLOSED-DOOR SESSION - NONE

NEXT SCHEDULED MEETING

Next Board Meeting is scheduled for Thursday, April 13, 2023 at 6:00 pm.

Special Board meetings are scheduled as needed with a minimum of 48 hours public notice.

ADJOURNMENT at 6:50 (18:50) pm by Chair Ken Browne.

Respectfully submitted by Suzanne Gray, Executive Assistant