



Boardman Fire Rescue District Board of Directors

Meeting Minutes

February 16, 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

FFIT: High School student volunteers – William Harris and Caleb Cambero

Guest: Kelly Doherty (6:02 pm)

Zoom: Donna Sherman, Emergency Services Director Morrow County Health District

OPEN TIME FOR PUBLIC EXPRESSION

1. Donna Sherman, online does not have anything.
2. Kelly Doherty, Oregon Rural Action expressed the desire to have public meetings use a translator and/or Zoom capabilities in both Spanish and English.
 - a. A similar request was made at a January 18, 2023 Board of Commissioners Meeting Minutes, Heppner, Oregon, Morrow County: Over the course of approximately six different individuals making comment, a request was made to provide Spanish language interpreters at BOC meetings, or the ability to switch to Spanish in Zoom.
 - b. Chief Hughes responded saying that BFRD has just gone live with the new website. It is ADA compliant. Any user can click on to any text and it will be translated. Chief Hughes will would look into the translation of Zoom.
 - c. This is a great idea. BFRD tries to partner up with the Hispanic community as much as we can. Chief Hughes appreciates the insight.

AGENDA ADJUSTMENTS - NONE

PRESENTATIONS/RECOGNITION -

Chief Hughes recognizes two student firefighters present tonight. Part of their education requires them to attend a public meeting. Chief Hughes asked them to introduce themselves. Caleb Cambero and William Harris stood and briefly addressed the Board of Directors. Loren Dieter welcomed them. Ken Browne thanked them for being in attendance.

DIRECTOR REPORTS -

1. 911Tatone Fire Station – bi-monthly meeting Tuesdays at 9:00 am
 - a. Loren Dieter stated that the fire hall was moving along at a good pace.



DIRECTOR REPORTS CONTINUED

- i. The dry wall is going up. The siding is done. The excess siding is gone before the wind hit. Crews are working on plumbing.
- ii. The only thing waiting on is electrical. Chief Hughes stated that the main electrical panel that the electricians have to hook with the subpanel will not be here until two weeks before the station is ready to open. Estimated to be a one to one and half day connection once the main panel arrives.
 - a. Ken Browne asked if there is actual power in the building. Chief Hughes said it is all temporary power. Everything will be in the space hanging so the connections will be as smooth as possible.
 - b. The construction crew said the main panel might arrive early but not 100% sure.
- iii. The Port has been on site the last couple of days. Loren Dieter said they have completed the water connection and grading. Ken Browne asked about replacing an end section of sidewalk that is broken off. The piece on the northside. The walk that comes out the end is broken off. Chief Hughes assured Ken Browne that it will be replaced. The construction crew has been really good about making things look ascetically pleasing.
- iv. David Boor asked about the move in date. Chief Hughes said it's looking like April 15 to May 1st. It's a moving target. Much of has to do with items being ordered weeks ago and it still hasn't come. During ordering, delivery time expected a few days and told 40 weeks out. The motors for the apparatus bay doors cannot be installed until the electricity is in. If opening the doors by hand, it is an exhausting exercise that takes 15 minutes to get them up. Once the motors are installed, the apparatus doors are up in 3 seconds.

FIRE CHIEF'S REPORT

1. Ambulance Transport License - Nothing to report. BFRD is hanging tight.
2. Drone
 - a. Drone has been received. It is equipped with infra-red FLIR and has a run time of 30 minutes. With extra battery packs purchased, land it, change batteries and get back up.
 - b. FAA license applications are in process along with State of Oregon registration.
 - c. BFRD is working with Scappose Fire policies and procedures for their regional program. Tying into their program will bring us some other benefits.
 - d. The drone will function as a fire equipment, law enforcement piece of equipment as well as search and rescue equipment.
 - e. David Boor asked if there has been contact with the National Guard as they have a drone program.



FIRE CHIEF'S REPORT CONTINUED

- f. Lisa Pratt asked if everyone will be licensed to fly the drone. Yes, first the FFA license is acquired. Mark Sowa will take the Train the Trainer course. Most of the rest of the staff will be trained by Firefighter Sowa.
- g. A less expensive drone has been purchased for training.
3. New Website.
 - a. Chief Hughes mentioned to Ms. Doherty in Public Expression, the website went live yesterday afternoon.
 - b. The website was broadcast to demonstrate how friendly and interactive it is. Click away from the "Home" screen. Connectivity was impaired. Lt. Gierke advised that it had to do with the laptop.
 - c. Chief Hughes verbally outlined the steps. Click on meetings icon, the agenda for this meeting is listed. Monday morning, the Zoom link to this meeting will be loaded. Anyone can click on the link, listen to the whole meeting, and take whatever notes.
 - d. As the system is learned, more and more content will be added. Information requested by the public will be included. Please be patient with BFRD learning the new system.
 - e. Ken Browne asked if the Burn Regulations would be included. Chief Hughes replied it is already on there:
 - i. Details are posted on how to get a burn permit.
 - ii. If burning within BFRD, it is a requirement to come to the station and get a burn permit.
 - iii. Once a burn permit is issued from BFRD with guidelines, it is required that Morrow County Sheriff's Office (MCSO) is called. In the call, provide your name, location of burn, and a phone number to contact person burning. MCSO puts the information into an incident so MCSO doesn't dispatch the fire department to that address all day.
 - iv. Loren Dieter asked if one could get a burn permit online. Chief Hughes indicated that is where BFRD is going. The new website just went live. Conversations with the company training BFRD are ongoing. The plan is to have the website very interactive with whoever touches it.
4. Ground Ambulance Billing
 - a. In the last meeting, David Landstrom was participating in a talk about Ground Ambulance Billing. He mentioned a maximum of \$300 and there is no Balance Billing. Chief Hughes said this is incorrect.
 - b. There is a Surprise Billing Act connected to helicopter patients. If a patient is flown out, one cannot be surprised by another bill the insurance did not pay. It does not apply to Ground Transport.
 - c. The term Balance Billing is important to the billing side of things. It is the terminology billing departments use. BFRD would never want to put a policy in place that says BFRD will not Balance Bill. To do so, would lock their hands from collecting on the bills.



FIRE CHIEF'S REPORT CONTINUED

- d. The amounts recovered would be determined on every individual's insurance policy. Some people buy policies with a deductible of \$100; others do deductibles of \$1,500. It is all dependent on what policy is purchased. The collection process works from what insurance is in place.
 - e. Chief Hughes learned the importance of Balance Billing in discussions with the billing departments outside of the fire district. He never intended to have BFRD collect payment.
 - f. Lisa Pratt asked about the average number of people who are transported that do not pay. Chief Hughes directed the question to Donna Sherman. Donna Sherman has not had a chance to collect that information but she said she will. Chief Hughes hopes Morrow County Health District (MCHD) can get those numbers since they transport the entire county.
5. Columbia River Enterprise Zone II (CREZ) money
- a. Chief Hughes reported amounts received.
 - i. This year 2022-23 will receive \$422,975.50.
 - ii. 2021-22 received \$498,346.59
 - iii. 2020-21 received \$375,888.38
 - b. Fiscal Years 2020-21 and 2021-22 each included \$176,214.95 for the aerial truck payment. Chief Hughes wanted the Board of Directors to hear the numbers directly from him.
 - c. Lisa Pratt commented. Chief Hughes responded that total is just about \$1.3 million over three years. Chief Hughes explained so everyone is on the same page.
 - i. BFRD went out for a GO Bond. The bonds sold at a premium. BFRD was lucky to sell them at the right time.
 - ii. BFRD received enough money to pay for the new fire station and build a training center. If the Board remembers way back (initial budget), the \$1.2 million was set aside for the training center.
 - iii. The fire station project started. At that point, the supply chain issues and cost of materials, everything went through the roof. The Board took \$1.2 million dedicated the training facility and moved the funds into the fire station project.
 - iv. This is the reason Chief Hughes put out "We are over budget on the fire station by \$1.2 million." He knew the CREZ would never give that amount of money. Chief Hughes wanted to keep putting it out there as this is what BFRD is trying to accomplish. Will the training center ever be built? Chief Hughes doesn't know because of the moving parts of CREZ Board.
 - v. Chief Hughes wrote in a letter to CREZ. If BFRD couldn't get it in one lump sum, maybe an amount of \$250,000 over the course of so many years



FIRE CHIEF'S REPORT CONTINUED

would be considered. BFRD could apply for a governmental loan, built the training facility, and made the loan payments with CREZ money.

- vi. At no point has CREZ given BFRD a direct, single \$1.2 million award. CREZ has given this amount over the last three years.
- vii. In 2020-21 the \$375,888.38 given included a truck payment of \$176,214.95. Similarly in 2021-22, the \$498,346.59 given included another \$176,214.95 truck payment. Truck 15-1 payment was given by CREZ each year for seven years (2014-2021).
- viii. This year BFRD plans to make the loan payment for engine 20-1 that arrived Chief Hughes' first day using the CREZ money. The Bank of EO loan for engine 20-1 is repaid over seven years (2021-2027).
- ix. The Type-1 engine (21-6) which is actually in the shop is a lease. BFRD did that specifically as a car payment. This is a 10-year lease from Pierce. After 10 years BFRD has an option to pay \$100,000 and own the truck. If BFRD decides not to own the truck, it is turned back to Pierce. Pierce then gives the same model of truck to BFRD. BFRD continues making lease payments on the new truck.
 - a) The payments are set.
 - b) Opportunity to make it into a reserve rig after 10 years.
 - c) If BFRD has beaten the crap out of a rig that is designed to be beaten the crap out of, then BFRD turns in the Type-1 for a new one.Loren Dieter asked if the Type-1 (21-6) is the primary response rig. Chief Hughes agreed and it responds to 90+% of the calls.

CONSENT CALENDAR ITEMS

Chair Ken Browne asked if everyone had looked through the minutes (of 1/12/2023 Regular Board of Directors Meeting) and the bills. Chief Hughes displayed General and Bond Register for January 2023. These are the bills that have been paid.

- Ken Browne asked if the district is paying for the crew's meals at Harvest Town Food.
- Chief Hughes responded that the crews are responsible for their own meals. Each shift decides how to do it. When Mike Hughes was a shift commander, they would pool their money and go to the local market. The shift would buy whatever was planned for the night. They would return to the station and cook dinner.
- If Harvest Town Food is on the register, it is because coffee, toilet paper, paper towels, laundry detergent, and those kinds of items are purchased. The crews are responsible for their own meals. Once a year, gift cards are purchased resulting in the large balance.
- Lisa Pratt noted some community comments complain about the truck being everywhere.
- Chief Hughes outlined a typical day for line staff. Briefing held every morning at 7:30. By 8:00 they are on the road to the Boardman Rec Center, they are required by Health



CONSENT CALENDAR ITEMS CONTINUED

and Wellness program to do 30 minutes of cardio every day. They return to the station and eat a little breakfast. At 10 am they are back on the floor. They are going to a public service event, public education (CPR class), business inspection, or training. Each shift is required to do a minimum of two hours of training. They are out and about because they are required to be.

- Lisa Pratt explained to people that the truck is with the first response crew so that they don't have to come back to the station to respond to a call. Chief Hughes agreed that not having the truck with them delays response. When out doing a business inspections and other community interactions, the crew has to take their first response equipment with them.
- Lately, the line staff has been at the new station. In an effort to save a little bit of money, the crews are installing the apparatus bay walls – protective sheeting and one little room to finish.
- The crews try hard not to forget a coke and head for the store. Usually on the way back from an event, a stop is made at the store to buy groceries. It is not a separate trip to conserve fuel.
- Fire Marshal Broadbent included the requirement of once a month, each shift is to train on the aerial truck. Chief Hughes compared these requirements to Metropolitan Portland Fire. They have crews specifically trained on the engine. Separate crews specifically trained on the truck. Others specifically trained on the Heavy Rescue. BFRD line staff is trained in every one of those. In order to be proficient, crews have to rotate onto the various pieces of equipment. The knowledge BFRD forces the line staff to have is crazy because we're small but do it all.

Chief Hughes asked if there were any more comments on the register.

Loren Dieter made a motion to approve the consent calendar items as presented. David Boor seconded the motion. Chair Browne asked for any discussion on the motion. Loren Dieter said none here. Chair Browne called for a vote on the motion. The motion passed 5-0 by those named Loren Dieter, David Boor, Donnie Griggs Lisa Pratt, and Ken Browne.

ACTION ITEM

1. Resolution 021612023 Schedule of Board Meetings
 - a. One of the things we learned at the SDAO conference is to have an annual resolution stating BFRD Board of Directors meeting dates and time. This resolution is in response.
 - b. Although, way before Chief Hughes arrived, it has been the practice of the organization to post an agenda here at the station and one at the post office. Now the agenda will be on the website. Chief Hughes asked how long that had been happening. Fire Marshal Marty Broadbent replied as long as he's been here – a long time.



ACTION ITEM CONTINUED

- c. This resolution formally states meetings will be the second Thursday at 6:00. BFRD always posts on Monday if the meeting is Thursday of the week. If there is a change like the Board at SDAO; an agenda was posted with the change from the ninth to the sixteenth well in advance of the ninth. BFRD tries to do its due diligence to get the information out to the public.
- d. Ken Browne asked if an adjustment would be needed when the move to the new station is complete. Chief Hughes and others replied yes, only because the address will change. An amendment will be brought to the Board once operations are there. The agenda and minutes title will also update to the new location. Resolution #021612023 was displayed for Directors to read, adopt, and sign after the meeting adjourns.
- e. Chair Browne called for a motion. Donnie Griggs made a motion to adopt Resolution #021612023. Loren Dieter seconded the motion. A brief discussion clarifying the title of resolution. Chair Browne asked if there was more discussion, hearing none. Chair Browne called for a vote. The motion passes 5-0 with those named Donnie Griggs, Loren Dieter, Ken Browne, Lisa Pratt, and David Boor.

FIRE LOSS MANAGEMENT REPORT - FEBRUARY 2023

- 1. Testing
 - a. PDX 606 Hydrant placement PDX 93 phase 8
 - b. PDX 178 Underground fire line
 - c. PDX 111 Hydro (office area)
 - d. PDX 110 phase 2 final
 - e. PDX 68 phase 4 final
 - f. PDX 68 phase 5 final
 - g. PDX 93 phase 10 final
 - h. PDX 93 phase 11 final
- 2. Plan Review
 - a. Migrant Head Start Alarms
 - b. PDX 606 - Sprinklers
 - c. PDX 606 - Fire Alarms
- 3. Three CPR classes with a total of 22 students.
- 4. The City of Boardman sent 2022 fourth quarter payment in the amount of \$53,000.
- 5. David Boor has a question for Fire Marshal Broadbent. If someone has a fire but didn't call it in (to Dispatch), what is the protocol for handling that situation?
 - a. Chief Hughes had a qualifying sequence: You didn't obtain a burn permit, you burned, and it created an issue BFRD had to respond to. David Boor replied or you didn't call it in but had a permit.



FIRE LOSS MANAGEMENT REPORT - CONTINUED

- b. BFRD tries to give a first offense a warning. If BFRD comes out again, a citation will probably be issued with a fee up to \$10,000. Between the Fire Chief and the Fire Marshal review of the Fire Codes and the violations, a fee would be determined per incident.

EMS REPORT

Devon Pulvino, B Shift Firefighter/ Paramedic reported that B Shift has been conducting CPR classes, responding to all hazard calls. EMS calls alongside MCHD have been pretty good outcomes of late. He is glad to be here for the community.

FIRE LIEUTENANT REPORT

1. LT Sam Irons of A-Shift reports on statistics since he hasn't been to a Board meeting for three to four months.
 - a. In 2022, the total number of runs reached 902. A-Shift ran 300.
 - b. So far this year, there have been 116 runs. A-Shift ran 50.
 - c. Training hours by A-Shift in 2022 totaled 1323 hours. Chief Hughes asked Lt. Irons to share the State required training total hours. Lt. Irons reported to maintain Firefighter I certification 260 hours are required by the State.
 - d. Chief Hughes stated that BFRD puts in a ton of effort into training – way more than required.
2. Quarterly Fire Box Trainings
Ken Browne asked about the Fire Box trainings. Live fire trainings happen quarterly because all shifts attend them. Overtime is paid to the off-duty guys. All BFRD staff have completed the Train the Trainer course. The training has been offered to regional fire departments with BFRD firefighter supervising the operation.

FINANCIAL REPORTS

1. Budget to Actual General
 - a. Chief Hughes the CREZ checks this afternoon. This is January's ledger. In March, the February figures will be displayed.
 - b. Chief Hughes will point out, as he has the whole fiscal year, high on payroll given that three paramedics were brought on with the Board's approval. An explanation for those online or visiting if seeing the overage at this point.
 - c. The other item to point out is the EMS equipment. As mentioned before, BFRD used to have an exchange program with MCHD. BFRD would replenish through MCHD. MCHD would be reimbursed through billing. As that exchange is halted, BFRD guessed what the cost would be. On the plus side, BFRD is getting a better feel for what the number will look like. Appropriate budgeting will happen in the future.



FINANCIAL REPORTS CONTINUED

- d. Lisa Pratt wanted to know when the new fiscal year budget needs to be ready. The County Assessor will send BFRD what the anticipated taxes will look like. When those numbers are received, Chief Hughes starts working on the budget. In end of May or beginning of June, Budget Committee and Budget Hearing meetings will happen with adjustments to Chief Hughes' best guess. The Board of Directors will vote to adopt the budget before June 30th.
2. Budget to Actual Bond
Some have seen some pretty large checks. On the last transfer from Oregon State Treasury account, the balance was \$2.3 million. To finish out the new station, it is \$2.3 million. A little bit left over in the coffers. We won't go over budget and we won't need to pull from the General Budget.

COMMUNICATIONS -

1. An email from SDAO arrived about Risk Management Regional Training Series. The first training is March 22nd 9:00am – noon at Port of Morrow in Boardman. The cost is \$25. Attendance is a credit to Best Practices. Ken Browne and Lisa Pratt would like a copy of the email.
2. Winter Communique Oregon Fire District Directors Association magazine

CLOSED-DOOR SESSION

Pursuant to Oregon State Executive Session ORS 192.610 to 192.690, specifically for employee issue ORS 192.6660(2)(b)(i) the regular session is in recess for the Executive Session at 6:40 pm.

Anyone online, we are going into Executive Session for unknown amount of time. The mics will be muted during that time.

The regular session reconvened at 7:06 pm. The following statement was read by Chair Browne.

The Boardman Rescue District Board of Directors has reviewed the fire Chief's contract relating to the use of District property and the ORS in relationship to the use of District owned property for personal use. Since these types of services are available to any community member within District boundaries, this Board has determined that there was no wrongdoing by the Fire Chief on the date in question. The Fire District Board stands by this decision regardless of the outcome or findings of the Oregon Government Ethics Commission.

Chair Browne requested a roll call for individual agreement with the above statement.

Chair Ken Browne: "I agree", Vice-Chair David Boor "I agree", Secretary/Treasurer Lisa Pratt "I agree", Director at Large Loren Dieter "I agree", and Director at Large Donnie Griggs "I agree". No further report from the Closed Door Session.



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NEXT SCHEDULED MEETING

Next Board Meeting is scheduled for Thursday, March 9, 2023 at 6:00 pm.

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

GOOD OF THE ORDER

Chief Hughes thanked Donna Sherman for participating tonight on ZOOM.

ADJOURNMENT at 7:08 (19:08) pm by Chair Ken Browne.

Respectfully submitted by Suzanne Gray, Executive Assistant