



CALL TO ORDER at 6:00 pm by Chair Lisa Pratt

PLEDGE OF ALLEGIANCE was recited.

PRESENT

Directors: Chair Lisa Pratt, Loren Dieter, David Boor, Ken Browne, Luis Medel Rodriguez

Staff: Chief Mike Hughes, Fire Marshal Marty Broadbent, Training Officer Sam Irons, Lieutenant Ethan Salata and Jeremy Gierke, Medic Del Turner, Firefighters: Peter Haney and Devon Pulvino; Suzanne Gray, Executive Assistant

Zoom: Matt Jensen, Morrow Co. Administrator; Firefighter Mark Sowa; Roberta Lutchter
6:30 pm

OPEN TIME FOR PUBLIC EXPRESSION - NONE

AGENDA ADJUSTMENTS – NONE

PRESENTATIONS/RECOGNITIONS - NONE

DIRECTOR REPORTS

1. Lisa Pratt distributed two versions of the Board Duties and Responsibilities - Board Policy Manual. The first is SDAO's template, and second contains a few identifying changes (BFRD name and number of people comprising the Board).
 - a. Chair Pratt asked that each Board member make notes for discussion at the next regular meetings. She highlighted the areas that are different from the template. The goal is to approve policies together for an updated Board Policies.
 - b. Chief Hughes will add a place marker in the agenda named Director's Policy Management. The Board will send the draft to SDAO for review before official approval.

FIRE CHIEF'S REPORT

1. ASA (Ambulance Service Area) Plan
 - a. Matt Jensen, Morrow County Administrator, available on Zoom to respond to ASA questions. The recent ASA update is a review of BFRD and Morrow County Health District (MCHD) comments to the proposed draft to Oregon Health Authority (OHA). Morrow County Board of Commission (MCBC) received draft with incorporated comments; a copy was sent to Matt Jensen and MCC legal counsel. MCBC is nearing completion of an ASA to submit to OHA. It is a long process.
 - b. Chief Hughes asked if BFRD would see the revised document before it is sent to OHA. BFRD would see the draft being sent to OHA.
 - c. Lisa Pratt asked when it will be sent to OHA; soon as in two weeks, or sometime in December. Matt Jensen replied that it will be sent before the end of next week. The



FIRE CHIEF'S REPORT CONTINUED

- comments and points from both BFRD and MCHD have been good and used in the update. Matt will be out of the office next week at the OAC conference.
- d. Lisa Pratt stated that the anticipated review time at OHA is 60 days. OHA is aware of the political and operational needs. Lisa Pratt asked that once OHA's approval in place, how long will the document be in front of MCBC. Matt Jensen said MCBC will review it at their next board meeting. Chief Hughes understands it would require two public hearings. The ASA's official instated document would take 14 to 30 days.
 - e. Lisa Pratt stated the Boardman community is frustrated which showed in the election. BFRD has been in a three-year battle for its own ASA. Resolution of the ASA keeps being put off. Matt Jensen said it has not slowed down any.
 - f. Matt Jensen started to explain who would comprise an Advisory Committee. An ordinance exists enforcing an Advisory Committee. Chief Hughes suggests limit on number of representatives from the same agency. Matt Jensen stated a two maximum has been established so as not to overwhelm the conversation. It was demonstrated that the overwhelming point would be BFRD having two representatives and MCHD having 14. Matt Jensen stated there are specific rules and limitations.
 - i. David Boor asked for a breakdown of the Advisory Committee. Matt Jensen pushed representation with physician paramedic, guiding nurse – one from each hospital, from each chair, 911 Operator. Boardman, Irrigon, Ione, Heppner Fire departments designated representatives.
 - g. Chief Hughes mentioned another volunteer agency which is employed by MCHD. The previous Advisory Committee was 90% MCHD. Lead agency Fire & First Responder. MCBC might consider a varied committee for logical and applicable decisions.
 - h. David Boor asked how equitable is it to have the largest town in the county be represented by one or two from Boardman.
 - i. Delbert Turner asked if MCC considered an Advisory Committee per ASA (north, northeast, and south). Instead of a county-wide Advisory Committee, each smaller part of the county has own Advisory Committee so that the solutions of an area are able to be tailored to that area instead of the entire county. Matt Jensen stated this idea had not been considered.
2. Helipad and Fence
- a. Concrete finishing is on hold as the union put all projects on hold until spring. CREZ II to fund lights and concrete.
 - b. Fence started. Coincidentally on the first day, the company putting in the fence ruptured a two-inch gas line at east corner of property near Willow Fork.
 - c. Changes at the City of Boardman require a permit which will be processed. Work will begin again next Monday or Tuesday.



FIRE CHIEF’S REPORT CONTINUED

3. Inaccurate comments are on social media. BFRD has not been transporting patients from the district. BFRD has been providing service in Umatilla County. BFRD has transported approximately 22 patient from Umatilla area hospitals.
4. SDAO Annual Conference
 - a. All directors and fire chief are registered for February 8-11, 2024 SDAO conference in Seaside.
 - b. As the conference is held on the second Thursday of February, the regular Board meeting is moved to February 15, 2024.
5. Station Improvements
 - a. Leftover Bond money is being spent to clean up.
 - b. Dayroom is nicer than the Community Room now that the floors are finished by a new company. The entry way is repaired.
 - c. Curb is high on the apron connecting to Tatone Street. When the engine passes over the curb, the cement is breaking and the under carriage of the engine is damaged.
 - d. Parking lot is finished. Lisa Pratt asked if the handicap spots would be moved closer to the door. Chief Hughes comment that there is no impedance, but if needed they will be moved.

CONSENT CALENDAR ITEMS

Chair Lisa Pratt asked if everyone had looked through the 10/12/2023 draft of Regular Board of Directors Meeting minutes and the 10/19/2023 draft of Special Board of Directors Meeting minutes. Chair Pratt included review of the bills and payables.

Ken Browne made a motion to approve the consent calendar as presented. Loren Dieter seconded the motion. Chair Lisa Pratt called for a vote. The motion carried 5-0 by those named Ken Browne, Loren Dieter, Lisa Pratt, Luis Medel Rodriguez, David Boor.

ACTION ITEM - NONE

FIRE LOSS MANAGEMENT REPORT - OCTOBER 2023

1. Fire Marshal Broadbent reported Tidewater Apartment kicking off. Two new PDX sites are underway. Crews have been conducting CPR classes. Trunk or Treat at the SAGE Center Halloween evening proved a good time by the crew. City of Boardman paid the third quarter Plan Reviews/Inspections in the amount of \$68,987.37
2. Testing/Inspections:
 - a. PDX 112 Phase 4
 - b. PDX 112 Phase 5
 - c. PDX 111 Phase 9
 - d. PDX 178 Hydro
 - e. City Hall Hydro



FIRE LOSS MANAGEMENT REPORT CONTINUED

- f. PGE Carty Building Final
- g. Tidewater Building “A” and Club House Final
- 3. Plan Reviews
 - a. PDX 170 IW/Building (sprinklers)
 - b. PDX 180 Main Building (sprinklers)
 - c. Columbia River Health Clinic Alarms
- 4. Business Inspections
 - a. Lamb Weston West Plant (ammonia system/Boiler Room)
 - b. Sam Boardman Elementary
 - c. PDX 90 Site Knox Box key inspection
- 5. Pub. Education
 - a. 2 CPR classes with 10 students including 1 child age 11 for babysitting job.
 - b. High School bon fire
 - c. Neal Early Learning pre-school

TRAINING OFFICER REPORT - OCTOBER 2023

- 1. Training Officer Sam Irons reported 15 members contributed a total of 78 hours of training for the month.
- 2. Crews are mapping hydrants at Tidewater Apartments and Yates Lane.

EMS REPORT

- 1. Paramedic Delbert Turner reported BFRD responded to 29 calls. He also reported a good working relationship on scene between agencies. Medic Turner is keeping a bag with him with information on transports.
- 2. Two autoloader, two stair-chairs, and two gurneys are being added to EMS tools. One of the stair chairs will be electric.
 - a. The gurneys will be able to hold up to 750 pounds. Three deaths per year have happened when gurney accidents happen. Other injuries have also occurred. Improved gurneys protect employees and patients.
 - b. Amazon and Tillamook have paid for these upgrades. One ambulance will be outfitted with an autoloader. The other will be installed after remount done.
 - c. The gurneys are on back order. The company representative will provide loaners.

FIRE LIEUTENANT REPORT

- 1. Lt. Ethan Salata reported a year-to-date total of 886 calls for service. The 2022 total calls were 902.
- 2. The patio cover is nearing completion. Next summer a coat of sealant will be applied.
- 3. Devon Pulvino is preparing for his 12-month probationary testing. Medic Levi Renfrew has been assigned to C Shift. Medic Delbert Turner is now on B Shift.



FINANCIAL REPORTS

1. Budget to Actual for General Fund
2. The Operating Expense line is way over because of MCHD lawsuit. BFRD does not budget for attorney fees. Previous years \$4,000.00 is more than sufficient for contacts with lawyers. As soon as it is over, the attorney fees will continue to be not budgeted.
3. As of today, \$1 million to \$1.2 million are on reserve. Budget states \$775,000.00 as reserve CREZ III and taxes increased the number.
 - a. David Boor asked about the budget. Chief Hughes showed where it states Cash Carry Over in the amount of \$775,000. Chief Hughes stated the CREZ III monies and more ahead.
 - b. David Boor continued by asking about the amount in Contingency Chief Hughes would like. Chief Hughes responded that he would like funding to be six months of the budget or \$2.05 million.
 - c. Chief Hughes also expects a five-year window to gather that sum. The contingency would allow BFRD to pay its people without a tax base in the event of a catastrophe.
 - d. Another scenario would be losing a Fire Engine or Ambulance. Currently, it takes two years to receive a new ambulance. BFRD has the resources to buy one off the shelf with insurance money and paying for it right off the bat.
4. In Chief Hughes' first year, there was not a contingency. After paying staff, there was only \$75,000.00 to pay expenses before taxes arrived. Now a Plan C or D with the three-year option with a \$500 fee for a BEO Line of Credit. BFRD is not doing this again.
5. BFRD owns property and buildings at Wilson, Buttercreek, and PGE (Tower Road). The first out engine is on a 10-year lease. The Heavy Squad has four more payments. The Bond through taxpayers pays for the new Station 81 at Tatone and Willowfork.
6. Lisa Pratt asked when the tax money come in. It is expected November 15th.

COMMUNICATIONS

1. An email stating the Best Practices deadline has been extended to November 22nd. Director Dieter completed the final piece of the survey. BFRD has a 10% discount on insurance for 2024.
2. BFRD vs MCHD
 - a. BFRD is the plaintiff in the matter of having a penalty abated. The judge said he would not make a decision today.
 - b. The attorney representing MCHD obviously does not like Chief Hughes or BFRD Board Members given the comments he made in court.

CLOSED-DOOR SESSION - NONE



Boardman Fire Rescue District Board of Directors
Meeting Minutes
November 9, 2023
Boardman Fire Station 81
911 SW Tatone Street – POB 2, Boardman, OR 97818

NEXT SCHEDULED MEETING

Next Regular Board Meeting is scheduled for Thursday, December 14, 2023 at 6:00 pm at 911 Tatone Street, Boardman, Oregon.

Roberta Lucher on Zoom has no comment or question.

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

Lisa Pratt made a motion to adjourn. Loren Dieter seconded the motion. The motion carried 4-1 by those named Lisa Pratt, Loren Dieter, Ken Browne, Luis Medel Rodriguez voting yes, and David Boor voting no. The meeting adjourned at 6:39 (18:39) pm.

Respectfully submitted by Suzanne Gray, Executive Assistant