



Boardman Fire Rescue District Board of Directors

DRAFT Meeting Minutes

April 12, 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, Donnie Griggs and Loren Dieter (6:05pm)

Staff: Chief Mike Hughes, Fire Marshal Marty Broadbent, Lieutenants Ethan Salata and Jeremy Gierke, Firefighters: Peter Haney, Cole Anderson; Medic Del Turner.

Absent: Suzanne Gray, Executive Assistant

OPEN TIME FOR PUBLIC EXPRESSION - NONE

AGENDA ADJUSTMENTS - NONE

1. Chair Browne wants to break out the Consent Calendar. Vote on each item individually.
2. Executive Session held tonight after the regular meeting under ORS 192.660-2h.

PRESENTATIONS/RECOGNITION

Chief Hughes announced that BFRD has hired a new Firefighter/Paramedic Levi Renfrew. He starts Tuesday, April 18th. Levi is assigned to B Shift in attendance tonight.

DIRECTOR REPORTS

1. 911Tatone Fire Station – bi-monthly meeting Tuesdays at 9:00 am
 - a. As Loren Dieter is on his way to the meeting, Chief Hughes reported that the electrical busses have shipped ahead of schedule.
 - b. The asphalt will begin to be put down Monday and Tuesday followed with striping.
 - c. BFRD crews will be going in to work landscaping to reduce costs to the tax payers.
 - d. The station looks beautiful.
 - i. Ken Browne asked if the cupboards were in. Chief Hughes said yes. The kitchen island and refrigerator cabinets are in place. EMS cabinets are in place. The SCBA air compressor is hooked up and that is why there is all the room in this station now. BFRD is waiting on the air sample results. If it comes back clean, bottles will be refilled at the new station.
 - ii. Lisa Pratt asked when it would be done. Chief Hughes stated mid-May would be the release to BFRD. He expects the end of May or first of June the move in would happen.
 - iii. Tile carpet is being put in the dorms.
 - iv. Floor in the office area and community room will extend into the day room.
 - e. Also in the Financial Report, BFRD should have \$395,000 left in the Bond after everything is completed. As a reminder, the extra money came because BFRD sold bonds at the right time in the financial market. The bonds sold at a premium.



DIRECTOR REPORTS CONTINUED

- i. Ken Browne wanted to know if that was with everything furnished.
 - a. Chief Hughes said a couple of desks will need to be purchased. Lounge chairs have been purchased.
 - b. Some day-to-day use things will be needed. Going from two bathrooms to six. BFRD will have buy more scrubbers – just little things.
- ii. Ken Browne asked if Loren Dieter had anything to add. Loren Dieter did not.

FIRE CHIEF'S REPORT

1. Ambulance Transport License
 - a. The Morrow County Board of Commissioners approved giving us a letter of support. Hopefully, it will be received Wednesday 4/19/2023.
 - b. Then BFRD will submit it to OHA. Once it's in OHA's hands, BFRD won't know where it goes from there.
 - c. BFRD will be waiting to hear back from OHA on the next steps.
2. Address Change
 - a. The physical address for the new station is 911 Tatone Street. The post office does not have a delivery route on Tatone Street between Willowfork and Kinkade. Therefore, BFRD has a PO Box now (again). For mailing purposes, the address is PO Box 2.
 - b. Ken Browne asked if it could be changed. Chief Hughes relayed not according to our postmaster. She specifically told Chief Hughes that they don't back up, they don't make u-turns, and they do not re-route. David Boor asked how does that work in the housing development.
 - c. Chief Hughes replied that all he could hope is for a couple more businesses, like the church or next door to BFRD property, come in and want mail service. The best-case scenario would be to have it on Willowfork about even with the (west) end of the church and the new town houses. BFRD could share a multiplex with the clinic.
 - d. Chief Hughes has a concern. Tax checks delivered on a Saturday and sitting in the mailbox until Monday. It is safer at the post office.
 - e. David Boor asked what is going in right next to the church. Chief Hughes replied nothing is going in. A gardening project is being started. Loren Dieter stated that the plot was being levelled. Chief Hughes mentioned that they brought in top soil and mixed it in. Mark Sowa on C Shift would be able to tell the Board about the project. Some remarks about possible development on Willowfork across from the new town homes. The garden is on Tatone between the church and dentist office.

CONSENT CALENDAR ITEMS

Chair Ken Browne would like split these items and approve the minutes separate from the bills. We will start with the minutes of 3/9/2023 Regular Board of Directors Meeting. Ken Browne asked if everyone had read over the minutes of that meeting. Chief Hughes stated that they are



CONSENT CALENDAR ITEMS CONTINUED

posted on the website. Discussion for this Consent item is the minutes of 3/9/23. A typo was given in the agenda. The minutes sent in the packet are the correct ones. Chief Hughes displayed them on the Smart Board. David Boor made a motion to accept the 3/9/23 minutes as presented. Ken Browne asked for a second on that. Loren Dieter seconded the motion. Ken Browne called for further discussion.

- Ken Browne has found out that there has been some misinterpretation on March 9, 2023 BFRD minutes. He would like to clarify that misinterpretation now.
- In the Chief's Report, in section c of 1. Transport License talking about Transport License; Ken Browne reads from the minutes for clarification.
 - With a Transport License, an IGA with UCFD#1 and OMD [so with an IGA with them]. OMD is expecting an \$20 million bump in their budget. [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.
- Lisa Pratt asked Chief Hughes to clarify what OMD stands for. Chief Hughes stated that OMD is Oregon Military Defense. Lisa Pratt stated that OMD is not Boardman Fire Rescue District. Chief Hughes agreed it is not Boardman Fire Rescue District.
- Chief Hughes continued so everyone is clear. BFRD has IGAs in place with OMD Oregon Military Defense, United States Navy, and Wildlife Fish and Game. The refuge area is owned by Wildlife Fish and Game. A refuge area in Boardman. Also, refuge areas on the outskirts of Boardman within Fire District. When there is a fire in one of the refuge areas, BFRD responds to those areas and put out the fire on behalf of Fish Wildlife. They come and investigate and mop up as needed. These are all IGAs BFRD has in place.
- Ken Browne asked if BFRD is working on an IGA with Umatilla. Chief Hughes replied that as soon as BFRD is licensed (to transport), we will write an IGA. This is where the Commissioners have a difficulty understanding this piece.
- BFRD will not be part of Umatilla's ASA plan. BFRD is not a 911 provider in their area. BFRD is not one of their franchisees. BFRD is not looking to be one. BFRD wants to do interfacility transports to help off-set UCFD#1. BFRD would have a MOU (Memorandum of Understanding) or IGA (Intergovernmental Agreement) specifically for those interfacility transport purposes. These are the reasons BFRD would not be part of Umatilla's ASA plan.
- David Boor asked if and IGA has to be done with every surrounding agency. Chief Hughes said yes. Let's say hypothetically that BFRD was licensed as EMS provider for transport in our district. We would have an IGA with Morrow Co Health District (MCHD) -back and forth because we need to cover each other. Lisa Pratt commented - like Gilliam County. Chief Hughes said correct. If the ambulance in Irrigon was out on a call, the Health District has an opportunity (MCHD is not required) to call BFRD to



CONSENT CALENDAR ITEMS CONTINUED

cover Irrigon and vice versa. If BFRD was out, BFRD could ask Dispatch to call MCHD and have them move into Boardman or give them a heads up that BFRD ambulance is out. BFRD is required to put IGAs in place as it is in the ORS. There is not a way around the IGAs with neighboring districts. An IGA with Gilliam County would be developed if BFRD was a provider in the district. This is all part of the process. BFRD cannot do anything without being licensed.

- Loren Dieter stated as point of clarification that BFRD is not adding \$20 million dollars to BFRD's budget by taking on these IGAs. Lisa Pratt and Chief Hughes both responded with a correct. Ken Browne noted that OMD was expecting \$20 million dollars in OMD's budget. Loren Dieter responded as if he represented OMD wants BFRD assistance. Chief Hughes said yes because of OMD's increase in barracks and OMD increase in OMD personnel.
- Ken Browne finally stated that the \$20 million is not in the budget for BFRD. Confirmed by Chief Hughes, the \$20 million is not BFRD budget.
- Ken Browne stated that everyone has read the minutes for the Consent Calendar. He called for a vote on the approval of the minutes as is. David Boor asked if the vote was on just the minutes. Ken Browne replied just the minutes. Chief Hughes announced that it has been moved and seconded already. The motion passed 5-0 by those named David Boor, Loren Dieter, Donnie Griggs, Ken Browne, and Lisa Pratt.

Ken Browne instructed the Board to now consider approval of the bills and payables. Chief Hughes displayed General Register for March 2023 which was in the Board packet. Nothing unusual in this. If there are any questions, Chief Hughes will be happy to answer.

He displayed the Bond Register for March 2023. The bond balance will be \$395,000 less some furniture and stuff. BFRD has as a rough estimate \$1.7 – 1.75 in payments to make.

Loren Dieter made a motion to approve the bills and payables. Donnie Griggs seconded the motion. Chair Browne called for a vote on the motion. The motion passed 5-0 by those named David Boor, Ken Browne, Lisa Pratt, Loren Dieter, and Donnie Griggs.

ACTION ITEM

1. Request to donate LUCAS Devices to County EMS System.
 - a. Before 2020, the district obtained a grant to purchase LUCAS devices. A LUCAS device is a manual CPR device. It takes the place of a rescuer – a person. It performs better than a human can as it doesn't get tired.
 - b. Once BFRD received four LUCAS devices. One was put into service here. Then BFRD assigned one to the Health District's Boardman ambulance, Irrigon ambulance, and Heppner ambulance. Given the relationship that is currently in place, getting those devices serviced has become too big of a problem.
 - c. Chief Hughes would like authorization to donate them to the EMS system in the county.



ACTION ITEM CONTINUED

- i. Ken Browne wanted to know how BFRD goes about changing them. Are there licenses on each one? Chief Hughes explained each device is identified with a serial number.
- ii. Ken Browne asked if BFRD notifies someone that BFRD does not have four of them only one LUCAS device. Chief stated he would write a letter donating the devices with the serial numbers.
- iii. Technically BFRD will surplus the three LUCAS devices. BFRD will no longer own the three devices. Chief Hughes is asking for Board approval to donate them.
- iv. David Boor asked if these devices are ones the district can use. Chief Hughes stated BFRD has one. BFRD has one for use. The Health District won't give them up but BFRD owns them. BFRD is liable for all four of them because BFRD owns them.
- v. David Boor asked why MCHD won't give them up. Chief Hughes stated that was a question for them. MCHD didn't want to take them out of service to be serviced by the Stryker rep. The only way to have gotten them in for service was to file a police report and go through the legal motions to get them. Chief Hughes doesn't think it is worth BFRD time and energy to do all that.
- d. Lisa Pratt stated that she would rather see the three devices go to Morrow County. Chief Hughes modified his Action Item: BFRD will donate three LUCAS devices to Morrow County as part of their EMS system. This makes sense so any entity providing ambulance services in those ASAs, assuming the ASAs are broken up, will have a LUCAS device as part of their ASA. Chief Hughes specified giving them to the Morrow County Emergency Manager. Let him disseminate the devices. BFRD releases liability and let the Emergency Manager takes liability. The devices still need to be serviced annually and batteries are due within a year. There is a cost by taking them but it makes sense that those entities that provide transport services will have a LUCAS device available.
- e. Brand new one LUCAS costs \$17-18,000.00. David Boor wanted to know the service fee on a LUCAS. Lt. Jeremy Gierke said off the top of his head \$700.00 for annual service without the batteries. The service fee was paid up front in the grant. The cost of a battery is \$250-300.
- f. One reason BFRD wanted to collect all four devices for service was to balance the use. One was hardly used while another was being hammered needing all sorts of parts. BFRD would rotate them but were not able to do this. Getting them to the county will allow them to put in best practices.
- g. Ken Browne asked for a motion to donate these to the county. Lisa Pratt made a motion to donate the three LUCAS Devices to the Morrow County EMS system and BFRD release all liability to them. David Boor seconded the motion. Chair



ACTION ITEM CONTINUED

Browne asked if there was any more discussion. Hearing none, Chair Browne called for a vote. The motion passes 5-0 with those named Lisa Pratt, David Boor, Loren Dieter, Ken Browne, and Donnie Griggs.

FIRE LOSS MANAGEMENT REPORT - MARCH 2023

1. Testing: Amazons on Bombing Range Road
 - a. PDX 112 hydro Phase 1 and Office area
 - b. PDX 178 Underground hydro
 - c. PDX 110 Phase 4 final
 - d. PDX 112 hydro Phase 2,3,4
 - e. PDX 112 hydro Phase 5,6,7
 - f. Tidewater Apartments Building “B” hydro
 - g. Tidewater Apartments Building “B” Fire caulking
 - h. Tidewater Apartments Building “C” hydro Station
 - i. 81 underground hydro
2. Plan Review: Amazons on Bombing Range Road
 - a. PDX 178 Fire Pump
 - b. PDX 178 Security Building (sprinklers)
 - c. PDX 178 Waste Water Building (sprinklers)
 - d. PDX 178 Main Building (sprinklers)
 - e. Boardman Foods Cold storage (sprinklers)
3. Inspections:
 - a. Windy River Elementary
 - b. Duty crews have been hammering out inspections.
4. CPR: Two classes with a total of 11 students
5. Donnie Griggs asked Fire Marshal Broadbent about the City fire hydrant agreement and when the testing will start. Chief Broadbent replied that the details are being discussed.

EMS REPORT

1. Paramedic Turner reported BFRD responded to 25 EMS calls in the month of March. The calls varied from lift assists, motor vehicle crashes and medical emergencies.
2. Del Turner wrote two grants.
 - a. Good Shepherd Foundation awarded \$1900.00 airway management manikin head and an IO training kit.
 - b. Medic Turner has written and has yet to hear from Wildhorse Foundation. This award is \$17,000.00 for a neonatal simulation manikin, an adult simulation manikin. It may be up to two months before BFRD hears the decision from Wildhorse Foundation.



EMS REPORT CONTINUED

- c. These are all training equipment for EMS program. The simulation manikin simulates an asthma attack, cardiac arrest, or some other medical emergency. BFRD staff will be able to work the whole process on that manikin interacting with an iPad. These infrequent by high level events like neonatal cardiac arrest. Training regularly for neonatal CPR events is important. BFRD will be monitoring the decision on this grant.
3. Ken Browne asked if BFRD EMS is still working fairly thoroughly with the Health District when on the same calls; is it going okay or is it rougher.
 - a. Medic Turner responded that it is difficult to say the least. BFRD guys are being very professional no matter what is heard “out there”. BFRD is doing the job before them.
 - b. Del Turner was frank by reporting they (MCHD) staff will walk right by BFRD crews as if they aren’t even there. Medic Turner will stop them and instruct that transfer of care will happen professionally. Generally, when Medic Turner stops the MCHD staff member, asserts himself; they allow transfer of the patient to them.
 - c. Some other people who have less experience have trouble. MCHD politics have flowed down into their staff. His final assessment: it’s tough but it is going. Ken Browne said they don’t want it to spill over too much. The Board will get involved if it becomes too much.

FIRE LIEUETENANT REPORT

1. Lt. Salata of B-Shift reported no special projects at this time other than maintenance of tools and equipment.
2. Changes in shift personnel and this is the last B-shift with Firefighter Anderson who starts C-Shift next week. Lt. Salata thanked Cole Anderson for everything he’s done. It has been good to watch him grow and he’s come a long way. Tomorrow is Firefighter Anderson’s final probationary test.
3. Lt. looks forward to getting the new guy (Levi Renfrew) and training him up. Chief Hughes replied that BFRD trains for success.
4. Chief Hughes clarified that BFRD is not losing Cole Anderson as an employee. He is just going to a different shift. Crews become very tight obviously when working 48 hours.

FINANCIAL REPORTS

1. Budget to Actual for Bond Fund
 - a. Chief Hughes displayed the spreadsheet.
 - b. Lisa Pratt noted the Income lines being much higher than budgeted. Chief Hughes agreed the income lines are out performing.



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FINANCIAL REPORTS CONTINUED

2. Budget to Actual General
 - a. Chief Hughes asked why the heading showed February and decided it was incorrect. It will be corrected. However, the Income portion states March 2023. February is an oversight on our part.
 - b. Displaying expenditures, Ken Browne is still looking for \$20 million and it's not there. Chief has hit this pretty heavy. EMS is going to be over budget because things have changed. Everything else is looking on track. No concerns on this spreadsheet.

COMMUNICATIONS

1. WHA Insurance Insight letter. Ken Browne asked if an example is putting value in the new station and insuring the building. Chief Hughes replied that is correct.
 - a. BFRD is in the middle of building the 2023-24 budget. When the Budget Committee meets, the building insurance will have an increase because this building and a \$7 to \$8 million valued building.
 - b. BFRD has been in contact with the insurance rep. When he visited last year, we told him about the building and showed him the plans. WHA Insurance is prepped and it won't be a surprise.
2. SDAO sent several annual reports; Membership Highlights, Revenue and Expenses, and Statement of Net Position.

CLOSED-DOOR SESSION

1. The regular meeting recessed at 6:36 pm for Executive Session under ORS 192.660-2h to consult with Jack Caynon concerning the legal rights and duties of a public body with regards to current litigation likely to be filed.
2. Chief Hughes excused the audience. For online people, the Board will return to regular meeting to only to adjourn. No decision will be made. Thank you for attending tonight and stay safe.
3. Regular meeting reconvened at 7:38pm. There was no report from the Executive Session.

NEXT SCHEDULED MEETING

Next Board Meeting is scheduled for Thursday, May 11, 2023 at 6:00 pm.
Special Board meetings are scheduled as needed with a minimum of 48 hours public notice.

ADJOURNMENT at 7:29 (19:29) pm by Chair Ken Browne.

Respectfully submitted by Suzanne Gray, Executive Assistant