**MINUTES**

**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting**

**April 8, 2020**

***Present:***

The meeting was called to order at 1900, April 8, 2020, in the meeting room at Station 21 located at 320 S First Street, Hermiston, Oregon by Board President Ric Sherman. Those present included board members Bruce Naugher, Eldon Marcum, Mike Hawman, Spike Piersol via remote access, Fire Chief Scott Stanton, Paid-on-Call Joe Whelan and Board Clerk Reta Larson.

***Pledge of Allegiance:***

Director Bruce Naugher led the pledge of allegiance.

***Guests:***

None

***Minutes of March Meeting:***

Director Marcum moved to approve the corrected minutes from the March 11, 2020 meeting. Director Naugher seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson briefly talked about the totals on the profit and loss statement. The report is a total through the end of March so totals on the percent of budget should be at 75%. The total income is at 68.8%, the total Personal Services is at 67% and the total Materials and Services is at 55.8 %. Chief Stanton reported that to date approximately $17,000 has been spent on COVID 19 expenses. This will continue to go up as the virus continues to make its way through Oregon and Umatilla County. After submission to FEMA, it is expected that 75 percent of these COVID 19 expenses will be reimbursed. Chief Stanton also talked about the GEMT money still being expected to be paid by May 15. Chief Stanton also mentioned that before the COVID 19 pandemic hit, Oregon Health Authority (OHA) was making good progress on getting the reimbursement above the 15 percent that we are currently receiving. If OHA is successful in this endeavor it could be a huge increase in our GEMT reimbursement. The balance sheet shows a total $2,033,216.63. The next report were the expenses for March. The total for this report is $705,036.69. The last report were those checks signed by the board members for the expenses for the beginning of April. These checks totaled $91,105.16. Included in these expenses was a payment to Umatilla County Sheriff’s Office in the amount of $31,237.17. This was the second quarter dispatch payment that somehow got missed in December. Director Sherman had a question about which vehicle we repaired at Woodpecker truck in the amount of $5177.92. Chief Stanton thinks it is Medic 23. The Bound Tree payment is obviously higher due to increased costs from COVID 19 expenses. The payment of $2500.00 to the City of Hermiston is for our half of the expense for training that was provided. There are two checks to Tyler Technologies totaling $10,813.20 for the continuing implementation and training for the software. Director Hawman moved to pay March expenses in the amount of $705,036.69. This was seconded by Director Naugher. Motion passed.

***Communications:***

Director Marcum reported that the golf tournament has been canceled.

***Chief’s Report:***

See attached report. There has been no increase in call volume from the COVID 19 virus. Director Sherman questioned the cut in the part time position in the community paramedic program. Chief Stanton explained that cutting this position will save us approximately $9000.00. Due to not receiving the $10,000.00 Hermiston Community Foundation grant, the cut was necessary. This change will result in Jessica seeing patients four days a week and spend her other day doing record management.

***Old Business:***

Station 25: Director Hawman reported that the cement has been poured. After a week, they will start to pour the stem walls. Once this is complete the building should go up pretty quickly.

Annexation Updates: Chief reported that he received an email from Gordon Graham at Hat Rock. Chief Stanton thought that everything was in order, but the trailer park was somehow missed when getting signatures. Chief is not sure how this affects the annexation process.

Tyler Technologies

Payroll Status: Implementation is ongoing. Everything is on schedule if not a little ahead.

Strategic Planning

Process: The first run draft is complete. The meeting scheduled for last week was cancelled. Once the COVID 19 threat has passed, the large stake holder group will meet again.

Computer Server: The City of Hermiston has requested $7000.00 for the computer upgrade that is costing them $20,000.00. Chief Stanton reported that no matter what direction we decide to go we would have to upgrade the computer server every 7 years. The most inexpensive route is to continue with the City. Director Marcum thinks that with funds a little tight that we should just stay with the City of Hermiston. All board members were in agreement to continue with the City of Hermiston. Chief Stanton will negotiate a better cost than the $7000.00, closer to $5000.00.

Bond Proposal: A decision needs to be made whether we continue with the bond proposal. We have 13 months before the bond will go before the voters. Director Piersol moved to proceed with a bond in May of 2021. This was seconded by Director Marcum. A roll call of each board member was called. Each board member responded with a yes in affirmation of proceeding with a bond.

Pac West Contract: Director Sherman is in total support of Pac West. They know the process and procedures to follow to successfully pass a bond. Chief Stanton reported the costs would be about $20,000.00. Pac West will also help us to obtain PAC money. Director Hawman motioned to contact Pac West to help us proceed with a bond. This was seconded by Director Naugher Motion passed.

OFDDA & Budget

Process: Director Sherman talked about the concerns with proceeding with the budget committee meetings and hearings due to the COVID 19 virus. Director Sherman on behalf of the board contacted Greg Smith letting him know the situation. The budget committee meeting is currently scheduled for May 13 with the budget hearing scheduled for June 10. The issue is that the meetings are public meetings with the public allowed to attend. With the stations currently closed due to the COVID 19 virus, this is a problem. Chief Stanton is not as concerned about the budget committee meeting because the 5 budget committee members represent the public. He is more concerned about the public budget hearing in June. The Governor is going to have to make some changes to accommodate the issue of a public meeting. The plan is to proceed with the budget committee meeting on May 13.

***New Business:***

Surplus U24 (Old Fire

Marshal Vehicle): This is a 2005 Dodge Dakota. We kept it as we thought that we may use it. It has been unused. Chief would like to surplus the vehicle. Director Marcum motioned to surplus U24. This was seconded by Director Hawman. Motion passed.

Resolution #6: This Resolution was to declare a state of emergency in the event that board members or administration become ill and cannot fulfill their duties and the steps that can be taken in such an event. Chief Stanton read Resolution 2019 – 2020 #6 in its entirety. Director Naugher moved to adopt Resolution 2019 – 2020 #6. Director Marcum seconded. Resolution 2019 – 2020 #6 adopted.

MacKenzie Group

Proposal – Station

Evaluations: MacKenzie Group is an architectural and engineering firm. They can come into your stations to evaluate your stations and make recommendations. The work recommended can be paid for by an Oregon Emergency Management (OEM) grant, but Makenzie group would have to come in first to do the evaluation. The evaluation costs by MacKenzie Group would be covered by the OEM grant if the district were to receive it. Chief Stanton is just looking for direction on whether to proceed with obtaining more information and a more defined cost and scope of work.

**Board Member Comments:**

Director Marcum commented that he feels like the administration has UCFD1 ahead of the game on the COVID 19 preparation. Director Marcum is also still working with Union Pacific on securing a site for the July 4 fireworks.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2012.