**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**November 11, 2020**

***Present:***

The meeting was called to order at 1900, November 11, 2020, in the meeting room at Station 23, 78760 Westland Road, Hermiston, Oregon by Board President Ric Sherman Those present included board members Eldon Marcum, Mike Hawman, Spike Piersol, Bruce Naugher, Fire Chief Scott Stanton, Deputy Chief of Operations Jimmy Davis, Deputy Chief of Training Richard Cearns, Board Clerk Reta Larson and Office Manager Candice Osborne.

***Pledge of Allegiance:***

Director Bruce Naugher led the Pledge of Allegiance. Following the Pledge of Allegiance, Board President Ric Sherman asked for a moment to remember all past and present veterans who protected our country.

***Guests:***

Karen Sherman (wife of Board President Ric Sherman) was introduced.

***Minutes of October 14 Board Meeting:***

Director Hawman moved to approve the minutes from the October 14, 2020 meeting. Director Marcum seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson presented the Bank Transaction Report. This report had two CIS benefits payments. One on October 5 in the amount of $70,132.39 and the other on October 31 in the amount of $65,795.91. The payment for the audit to Connected Professionals was paid on October 20 in the amount of $9000.00. Payment in the amount of $18,462.08 to Tom Denchel Ford Country was for repairs to Medic 21. Payroll in the amount of $213,105.18 was posted on October 31. This is only the amount that is wages paid to employees. State and Federal taxes in the amount of $81,717.26 and PERS in the amount of $104,224.38 were also posted on October 31. The total for October expenses is $652,218.62. Mike Hawman asked about the IRS payment of $81,717.26. Candice explained that this expense is employee and employer payroll taxes. Director Sherman asked about payment from Umatilla County for property taxes. Clerk Larson explained that we have. It will be covered in the upcoming report. Director Marcum moved to pay October expenses in the amount of $652,218.62. This was seconded by Director Naugher. Motion passed. The next report was the Budget report. This is a brief summary of the items on the budget. The item of note on this report was the taxes received from Umatilla County in the amount of $330,321.23 received on November 6. The other item noted was ambulance revenue collected year to date in the amount of $1,136,172.57. Director Marcum asked how this amount compares to last year at this same time. Without the QuickBooks report that information is not available. Money showing up as Grant money on the Budget report is CARES act revenue received. This amount is $282,288.00. This is the full amount that has been applied for to date. Their may be more CARES act money becoming available in the future. Director Hawman asked about the Transfer on the Budget report. This is the amount that is carried over from the previous year. This amount is $1,017,902.16. With no further questions on the budget report, the last report presented was the balance sheet. This report shows a balance in all accounts of $358,828.31, with the bulk of this balance in LGIP ($333,703.74). The District did not have to use the line of credit with the taxes coming in to cover October payroll. With no further questions of comments from the board, this completed to financial report.

***Communications:***

Director Marcum reported the Halloween open house was a success with over 200 hotdogs handed out in Stanfield and 180 hotdogs handed out in Hermiston. Following COVID regulations, they were able to keep people moving and did not have a crowd assembled at any time.

***Chief’s Report:***

See attached report. Chief reported that UCFD1 is on pace to respond to approximately 5000 calls for the year. As a comparison, Chief reported that other departments around the state that respond on this number of calls have approximately 12 – 15 more employees than UCFD1 has. Carry Munro had shoulder surgery and is currently doing rehabilitation. He is planning on hip surgery next. Carry is eligible for retirement on July 1, 2021 and Chief Stanton thinks he will retire when eligible. Chief reported that if the Oregon Fire Chief’s Association has their conference in May, he will be the new president of that organization. If there is no conference due to COVID 19, he will begin as president on July 1, 2021. He did express his appreciation for the board’s support in his serving in this capacity. Chief Stanton that they are working on the mobilization reimbursement in the amount of approximately $146,000.00. He thinks we should receive this revenue later this month.

***Old Business:***

Station 25: Director Hawman reported that Station 25 is complete. There is a heater that needs repair. It is ready to have apparatus moved in. Chief Stanton reported that this is happening tomorrow. Once apparatus is moved in, a picture will be taken and submitted to ISO with the remaining documents they requested to move forward with the new rating in the East district. It will take approximately 3 months to receive this new rate. Chief Stanton and Director Hawman are working with Director Hawman’s attorney, Tim O’Rourke and the district’s counsel to draft a lease agreement.

ISO survey: Once apparatus is moved into Station 25, a picture will be taken and submitted to ISO with the occupancy permit, to move forward with the new rating of all land within 5 miles of the new station. It will take approximately 3 months to receive this new rate.

SAFER Grant: Chief Cearns reported that the district did receive quite a few quality applications for the new position. The district will be conducting testing on November 19 if there are no issues with the COVID 19 regulations.

Bond & Campaign –

(Pac-West) Chief Stanton is working with Daniel on a September summary report. He expects to have this report by the ned of the week of the first of next week. Pac-West is watching the polling. They will most likely be at our November board meeting with a report from them. A work session may be planned before the board meeting at 18:30. Starting in November the campaign will be ramped up with the PAC fund established and speaking engagements starting.

***New Business:***

Front Office Staffing: Shari has agreed to a one-month severance package. With this she agrees to not come back on the district for any claims. With this settled, Candice and Chief Stanton have discussed what the needs are for staffing in the front office. They agree that the district needs to hire an entry level position with a foundation of skill sets to eventually be able to perform ambulance billing. The timeline for this hiring process will not begin until after the first of the year. Currently Kari Markoff has been picking up some of the slack by performing some filing and other items that Candice requests.

Tyler Presentation: Candice did a brief presentation of the many reports that are available in the Tyler system. Every single item in the district’s budget has a dashboard that can be accessed to see what transactions have occurred. Candice explained that payments are performed in packets. Candice has been scanning each bill into the Tyler software so that it is readily available within the software with just a few keystrokes. Candice explained that payroll is much easier in the Tyler system. AT the end of every month each employees’ hours are downloaded from Crew Sense right into the Tyler software. Payroll used to take 2 – 3 days where now it can be performed in approximately 5 hours with much more accuracy than before. It is crucial that each employee input their information correctly to receive the correct pay. The information is submitted in one file directly to Banner Bank. Candice has had some challenges with PERS but she thinks she has worked through this issue. Director Hawman asked about the Tyler software and ambulance billing. It was explained that this program is not used for ambulance billing. The district is looking at a different system for ambulance billing. Director Hawman asked if the system is performing as we expected, and Candice feels it is. Chief Stanton feels it is much better for budget analysis. With a few keystrokes he can see exactly where money is being spent in each division.

Board Policy on

Documents: Chief Stanton explained that currently documents are distributed to each board member Friday before the board meeting. Chief meets with the board president the Wednesday before the board meeting to set the agenda. Chief thinks it would be nice to make sure the board is receiving the reports that they want. Chief would like to send out the agenda, minutes, Chief’s report and any other documents on the Friday before the meeting and present the financials the evening of the meeting. Director Hawman prefers to receive these documents on Monday morning. The board agreed that the documents will be distributed Monday morning with the previous month’s transaction report. The balance sheet and budget will be presented at the board meeting to report the most accurate up to date information.

Resolution 2020 – 2021

#1: This resolution was to move funds from contingency to vehicle repairs ($20,000) and supplies and commodities ($6,000). Clerk Larson read the resolution. Director Hawman moved to adopt Resolution 2020 – 20201 #1. This was seconded by Director Naugher. Resolution 2020 – 2021 #1 adopted.

***Old Business:***

Bond & Campaign –

(Pac-West) At this point Phil Schuers from PAC-West arrived so the meeting was turned over to him to explain what Pac-West has been doing in preparation for the upcoming bond Phil presented documents showing how public safety measures did in the recent election. There were 17 public safety measures throughout the state of Oregon with 10 of these passing. The graph presented of the voters within the precincts of UCFD1 show that there are approximately 6764 voters among approximately 5200 households. The precincts that Pac-West will focus on the most are the 4 within the City of Hermiston. A fifth precinct noted was 103 with a high number of male voters. The messaging within this precinct will focus on public safety and maintaining a fiscally sound district. One of the things needed is to get the PAC reestablished. The name of the PAC is important to use the funds for future uses. It was decided to name the PAC the Umatilla County Fire District #1 PAC. Phil stressed that Firefighters within the name appeals to voters and encouraged the use of Firefighters in the title. Director Hawman moved to name the PAC Umatilla County Fire District #1 Firefighters PAC. This was seconded by Director Piersol. Motion passed. The last document presented was a timeline of required filing deadlines and mailer schedules. The ballot title is due the week of February 21. Once this is submitted it will be on the ballot. The plan is for 5 direct mailers if enough funds are raised. If fund raising is not enough then a mailer or two will be eliminated. Mailer #1 will be mailed one week before ballots are mailed. This is the education piece for voters. Mailer #2 will be sent to hit when the ballots are mailed. The hope is that this mailer will arrive with the ballot at the same time. Mailer #3 will be mailed between the two big election humps when the most ballots are returned. Mailer #4 is a final education piece for voters. Mailer #5 is the final mailer and arrives the week before the election. This is the “Get out the Vote” mailer. Phil stressed that the plan is a living document and can change as the board desires. Board Chair Ric Sherman suggested that we invite Phil back for the January board meeting. Phil feels that January will be good as there may not be much to discuss in December. The board expressed their appreciation to Phil for his time in presenting the information to the board.

***New Business:***

SDIS Insurance: Chief Stanton presented a document with information from Swanson Insurance Group who is interested in providing a quote for insurance for our district. With Dick Ferranti retiring, this may be a time to consider another agency for our insurance needs. Chief is meeting with Ferranti Graybeal Insurance Agency next week as well. Jason Graybeal would be the agent with Ferranti Graybeal. Wilson Heirgood out of Salem is also an option. Jeff Griffin is their agent. The cost with any of these agencies will be the same so it all comes down to service. Chief stressed that a decision does not have to be made tonight. The decision can be made at the December meeting.

Station 25 Rental

Opportunity: The Radio Data district in interested in renting office space at the new Station 25. Chief Stanton needs direction from the board. This could generate monthly revenue if the board is interested in pursuing this. The board agrees that Chief Stanton should move forward with renting space to the Radio Data district.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2035.