**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**February 10, 2021**

***Present:***

The meeting was called to order at 1900, February 10, 2021, 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, Bruce Naugher, Spike Piersol, Fire Chief Scott Stanton, Division Chief of Training Richard Cearns, Clerk Reta Larson and Karen Sherman.

***Pledge of Allegiance:***

Director Bruce Naugher led the Pledge of Allegiance.

***Guests:***

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

***Minutes of January 13 Board Meeting:***

Director Piersol moved to approve the minutes from the January 13, 2021 meeting. Director Marcum mentioned that the drive for coats and clothing is ongoing. With this amendment, Director Marcum seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson presented the financial report beginning with the financial report. The first transaction discussed was check number 9442 to Elite Extrication and Equipment for rescue equipment. The payment for $85,000.00 to Veba is for the annual payment to be deposited into each employee’s HRA Veba accounts in the amount of $2500.00 to each employee. The payment to Local Government Law Group in the amount of $2650.50 is for attorney fees mostly attributed to the contract work regarding Station 25. The Med Corps payment (check #9470) in the amount of $4968.75 is for medical supplies. Check number 9472 to Pac/West Communications in the amount of $1923.61 is payment for assistance with the bond. Check number 9485 to Golden West Industrial Supply in the amount of $1061.84 is for a device to sanitize ambulances. Check number 9490 to Umatilla County Sheriff’s Office in the amount of $30,797.79 is the quarterly dispatch payment. The total amount for January expenses is $740,033.85. Director Marcum asked about the payment in the amount of $1998.59 to Oxarc. Chief Stanton responded that this is for oxygen for the ambulances. Chief Stanton thinks that also some flares and masks were purchased as part of that expense. The next report to be reviewed was the Budget report. The ambulance revenue is currently at $2,596,750.00 which is approximately 5 percent higher than where we are expected to be at this point in the budget. Chief Stanton expects March ambulance revenue to top $400,000.00. The final report to discuss was the Balance Sheet. The report shows a balance of $2,874.791.99 in LGIP and a balance of $35,043.53 in the Banner Bank account. The total cash on hand is $2,910,335.52. Chief Stanton reported that there is $140,000.00 still outstanding from the Oregon State Fire Marshal’s Office. Director Hawman asked about tax revenue. Chief Stanton reported that we have collected 95 percent of what was budgeted with a large amount expected to be received yet for both February and May as those are the months for collections when residents choose to pay in three installments. Director Marcum moved to pay January expenses in the amount of $740,033.85. This was seconded by Director Piersol. Motion passed.

***Communications:***

Chief Stanton updated everyone about former Assistant Chief Glen Phillips’ condition. He had been diagnosed with COVID 19 and had been flown yesterday to OHSU where he was placed on a ventilator. Director Marcum reported that Chance Mikaelson was diagnosed with COVID 19 and spent two weeks at TRIOS but is now home recovering. Director Marcum also reported that the volunteer association is planning on moving forward with the golf tournament that they sponsor every year. The volunteer association is also raising funds with a beef raffle that will be underway soon. Director Marcum also put out a plea for the Fire Fighters to make use of the barrels in stations 21 and 24 for the ongoing drive for coats and clothing for the local charity Made to Thrive.

***Chief’s Report:***

See attached report. Chief Stanton reminded the board that last July a record was set with the number of runs at approximately 535 calls. January was another busy month with 523 calls with 452 of those being medical calls. The district ran a record 94 inter-facility transports with a number of those from Two Rivers Correctional Facility in Umatilla. Chief updated the board on the hiring process for the front office person. He has approved the job description and advertisement for the job posting for the position. The assessment center is scheduled for the last full week of March with the 29 – 31 of March scheduled for Chief’s interviews. The hope is to have the person hired by May 1. Board Chair Ric Sherman inquired as to the location of the new auto parts store. Chief Stanton reported that it will be located on South 395 near Pioneer Seed on Penny Lane. It is a 170,000 square foot building.

***Old Business:***

Bond and Campaign: Neither Phil Schuers or Daniel Wattenburger with Pac/West were able to attend the board meeting. Pac/West was able to raise $3000.00 for the Pac fund. Chief Stanton has sent them some names of people to be on the Pac Fund Committee. Chief is going to reach out to them to find out where they are with the polling. Chief Stanton was under the impression that the results of the polling would be presented to the board at this meeting.

Station 25: Director Hawman reported that there is some zoning that must be completed with Umatilla County for the property to be zoned tax exempt. The County surveyor will come out and survey the ground. The completion of this step will be the final step to finalize the agreement. Chief Stanton presented a supplemental agreement for the board to sign to allow payment to be made to Hawman Farms in the interim until the final agreement is complete. Director Marcum moved to approve the supplement agreement on the Station 25 lease. This was seconded by Director Naugher. Motion passed.

Cyber-security Insurance

And training: Chief Stanton upon further investigation has discovered that there are 5 steps in cyber security protection. He feels that for the first step we are covered. He is not ready at this point to drop $3000.00 on insurance to pick up where our insurance may fall short. He is continuing to investigate some additional insurance coverage. He is also going to take advantage of what SDAO is offering. They have hired a company that will help with some training and additional policy implementation.

***New Business:***

Board Policy Revision:

Membership on the Board

& Procurement: Chief Stanton presented a revision to the Public Contracting Policy. Director Hawman moved to accept the revisions to the Public Contracting Policy. This was seconded by Director Piersol. Motion passed. There was discussion on the policy in place regarding Membership on the Board. Chief was able to find a resolution that was passed in 2016 but in only applies to career personnel and their membership on the board. SDAO’s stance is it is a best practice to not have board members who are also employees of the district. There are, however, no statutes that preclude employees also being board members. Board Chair Ric Sherman’s feeling is the board has a resolution in place that does not allow employee’s participation on the board and thinks we should stay this coarse. The discussion centered around Jim Whelan running for Bruce Naugher’s position on the board. Chief Stanton feels that if board members declare a conflict then there should be no issue. Board Chair Ric Sherman feels that at some point down the road board membership could consist of retired fire district employees with no representation from citizens. He feels this would be a bad precedent. Director Hawman feels that if you put your name on the ballot and the people vote you in, then that shows that the people respect your decisions and voted you in for that reason. Board Chair Ric Sherman suggested an ordinance precluding career personnel from membership on the board. Chief Stanton said that because there is not a statute, the Fire Fighter’s Union could file a lawsuit. Chief feels that the ordinance should preclude any employee participation on the board. Chief Stanton is going to do some more investigation with other entities and attorneys. Board Chair suggested that the item be tabled until the next meeting.

Budget Calendar: See attached budget calendar. Director Marcum moved to approve the budget calendar. This was seconded by Director Piersol. Motion passed. Director Sherman moved to appoint Chief Scott Stanton as the budget officer. This was seconded by Director Hawman. Motion passed.

Budget Committee

Members: See attached Budget Committee Members. Clerk Larson contacted all former budget committee members, and all were willing to serve for the 2021-2022 budget year.

Hose and Ladder testing

contract: Chief Stanton signed a 3-year contract that will lock in pricing for the next 3 years. This is for testing all hose and ladders except for the two ladder trucks fixed ladders.

Awards Banquet: Director Marcum reported that the fire fighter’s association would like to have an award banquet this year even if it must be conducted virtually. Chief Stanton thinks that maybe by May the county will be out of the extreme category and may be able to clear trucks out of the station and do the awards banquet in the bays. Chief agreed that an awards banquet needs to be done and will make it happen.

Resolution 2020-2021 #2: Chief Stanton gave a little background on the need for the Resolution. The Resolution is needed to move forward with filing SEL 805 by February 27 and SEL 803 is due by March 18 if the board chooses to move forward with the bond. If the resolution is not presented and acted upon this evening, then a special meeting will need to be called to meet these deadlines. Clerk Larson Read Resolution 2020 – 2021 #2. Director Marcum moved to approve Resolution 2020 – 2021 #2. This was seconded by Director Piersol. Resolution adopted.

Further discussion ensued regarding Pac/West and their delay in getting the polling completed in a timely manner. Chief Stanton is going to contact them and make sure they are on the same page with the timeline that they are following.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2021.