**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**January 12, 2022**

***Present:***

The meeting was called to order at 1901, January 12, 2022, in the meeting room at Station 21, 320 S. 1st Street, Hermiston, Oregon by Board President Ric Sherman. Those present included board members Mike Hawman, Spike Piersol, Eldon Marcum and Jim Whelan, Fire Chief Scott Stanton, Deputy Chief of Administration Jim Forquer, Division Chief of EMS & Training Richard Cearns, Recruitment & Retention Coordinator Nickolas Oatley, Lieutenant/Paramedic Josh Smith and Office Assistant Whitney Sitton.

***Pledge of Allegiance:***

Eldon Marcum led the Pledge of Allegiance.

***Minutes of December 8 Board Meeting***

Clerk Larson noted that check 10061 to Bound Tree was for medical supplies not 6 new AEDs as was reported. With this correction, Director Piersol moved to approve the December 8, 2021, board meeting minutes. Director Hawman seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson started with the Balance Sheet for the bond. This report shows a balance of $5,670,761.36 in LGIP and $58,880.47 is the Banner Bank bond account for a total cash balance of $5,729,641.83. The bank transaction report for the bond contains 4 transactions totaling $42,615.81. These expenses included check umber 1001 to Anderson Perry & Associates for $3,216.32 for work completed at either Station 23 or Station 24, draft number 00000673 to Banner Bank for $30.00 and draft number 0000674 to Zions Bancorporation for $29,975.00 was the first interest payment on the bond, and the final transaction in the amount of $9,394.49 to Ward Diesel Filter Systems was for the installation of the ‘No Smoke’ systems. The next report reviewed was the Balance Sheet for the general fund. This report shows a balance of $3,393,022.06 in LGIP, $500,00 in petty cash, and $84,593.04 in Banner Bank for a total of $3,478,115.10. The next report was the budget report. The taxes collected as of December 31, 2021, total $4,598.946.24. This is $173,191.41 more than budgeted with large deposits expected in the months of February and May. This total includes delinquent taxes collected. Ambulance revenue continues to be under budget with a total of $222,631.30 collected during the month of December and a total collected of $1,179,656.92. Chief Stanton pointed out that the larger deposits for ambulance revenue are collected during the last 6 months of the budget. On the expenses, the Materials and Services is at 54.52%. This report is as of December 31, 2021, so the amount spend should be 50%. Chief Stanton reported that dues and memberships are higher than normal. License, permits, and fees is high due to the fee for GEMT being in that category. Repairs are at 51% and supplies & commodities are at 52.5%. Repairs other than Equipment is high due to a Zoll Monitor being sent for repair. EMS supplies is well above what was budgeted. Chief pointed out that we will adjust the categories that are over budget in June as we always due at the end of the budget cycle. Eldon Marcum asked about the fuel being high. Chief reported that he had budgeted high on the fuel in anticipation of an increase. Chief pointed out that just like everyone else, the fire district is seeing an increase in cost of everything. With no further questions, the final report to review was the bank transaction report. The first check noted was check number 10117 to Connected Professional Accountants, LLC for $9500.00 is the annual expense for the audit. Check number 10135 to Target Solutions for $9,536.50 is for the annual fee for the training platform. Pilot Rock has reimbursed UCFD1 $1656.25 for their portion of this expense. Check number 10130 to Oregon Health Authority for $115,854.62 is for GEMT (both the fee and the draw down amount). The draw down amount of approximately $95,000.00 will be reimbursed when we get our GEMT money later is month. The fee will be reimbursed next year. The total expected to be collected from GEMT is $480,000.00 which includes the drawn down amount. Check number 10018 to David M Corey, PH. D for $1785.00 is for psychological Check number 0154 to Frontier Reimbursements in the amount of $7500.00 is for Crystal Stiles who is out GEMT consultant. Check number 10142 to Zoll Medical Corp for $8914.44 is for 6 AED’s and batteries. As was reported last month, Good Shepherd Medical Center awarded UCFD1 a grant in the amount of $6500.00 to help cover the cost of the AEDs. Check number 10176 to First National Bank in the amount of $2944.19 is also a credit card payment. Chief Stanton noted that there are two sets of credit cards (one set for staff and one set that the employees have access to through Chief Davis for training and travel expenses). The draft to CIS trust is the amount of $$69,894.04 is for Medical, Dental, Vision and life insurance monthly premiums. $718,501.01 is total expenses for the month of December. Whitney reported that she thinks the district will once again start receiving paper checks from some of the payers of ambulance fees so the Zelis Fee should reduce in the coming months. Director Whelan moved to pay December expenses in the amount of $718,501.01. Director Marcum seconded this. Motion passed.

***Chief’s Report:***

See attached report. Chief Stanton reported that there were 411 calls during the month of December with a total of 5604 for the year. As of January 1, Ryan Campbell took over at coordinator for the Hazardous Materials team. There were some reporting issues discovered that have been corrected so approximately $6000.00 in Haz Mat money should be received. It is anticipated that Jeff Armstrong will be retired by the end of February. The district is in the process of hiring someone to fill his lieutenant’s position. The outstanding $40,000.00 from the State of Oregon should be received in the next two weeks for the conflagration last summer. Director Sherman reiterated that with the issues at Umatilla Rural Fire District that it is likely that the press may have questions for personnel. The stance of the district continues to be to have Chief Stanton be the spokes person regarding these types of communications.

***Old Business:***

Bond procurement and

Station work update: Rescue equipment: Chief Gorham is leading the committee to evaluate this equipment. Originally $100,000.00 was budgeted to cover these costs. Chief Stanton thinks that the cost will more likely be approximately $90,000.00. Director Marcum moved to approve up to $100,000.00 in bond funds for the purchase of rescue equipment. Director Piersol seconded this. Motion passed. Chief Stanton did not have great news to report regarding the ambulance purchases. Two of the three ambulances are delayed. We should receive the transport ambulance in April or May. The first box type ambulance will arrive around the same time. Due to Ford’s shut down, delays in production and COVID, the second box type ambulance will not arrive until the end of 2022. Chief Stanton reported that UCFD1 is extremely fortunate to have a mechanic that is very capable and continues to keep our ambulances running. The two Tahoe’s should arrive later this month. The two chassis for the brush vehicles will arrive in the spring. The apparatus committee for the ladder truck should have specifications ready to place the order in February or March. The apparatus will take approximately 13 months from date of order. The committee is leaning toward purchasing a Spartan. The thirty-three sets of turnouts should arrive in February.

Station Designs: There is a meeting on January 19 with the station committee, architect, and engineers. Chief expects to have good drawings of Station 22 and 24. Preliminary conversation will start regarding Station 23. Chief Stanton and Director Sherman met with the City of Hermiston regarding expansion at Station 21. The city has now decided that once the Courts move out, they will need the entire building for the Police operations. Our architect is now conversing with the City’s architect regarding options to expanding into Mackenzie Park or to the south into the parking lot area. As much as Chief Stanton would like to totally separate from the City of Hermiston regarding the coownership of the building, these arrangements will continue to be the way things are for the time being and into the future. Lastly, Chief reported his meeting with commissioner Dorran was positive. Chief Stanton’s plan is to meet again with commissioner Dorran with Director Hawman present as well. Chief Stanton feels that commissioner Dorran is in UCFD1’s corner. Dan had mentioned trying to get some funding for the district in the way of plan reviews. Chief feels that Dan is a huge asset to the district.

Station 25 state

Permit update: Nothing new. This is still in progress.

OMD fire protection

Contract: The contract is complete and has been approved by our attorney. It has been sent to OMD and is awaiting their approval. The rates are the same as reimbursement for state mobilizations.

GEMT – managed care: Chief thinks that we should receive approximately $480,000.00 later this month.

Computer Server Update: No new update. Jordan Standley continues to work with the City of Hermiston on this transition. As Chief Stanton mentioned before, the district can expect to pay approximately $10,000 additional in IT fees to ESD once the transition is complete. Chief does not expect anything new on this until Spring.

URFPD Update: Chief Davis is attending their meeting this evening. There is an executive session planned with attorneys from both the district and Chief Potts attending. Chief Stanton speculates that some form of agreement will transpire where Chief Potts is no longer employed by the district. This is purely speculation on his part. The MOU with them ends in May. They are paying the district $1000.00 a week as well as $7800.00 a year through an intergovernmental agreement for services that our fire marshal performs for them. If Chief Potts is no longer with them then that creates some opportunities for their district as far as discussion of annexation. Both districts’ would have to vote on this. Chief has some plans put in place if they decide they want to contract for services. Until their district decides what direction they are going, we are just waiting. Chief does not expect a decision tonight but thinks they will have some plan within the next two weeks and definitely by our next board meeting.

***New Business:***

Lexipol System for

Policies: Chief Forquer presented a presentation regarding policy and procedures updates. One of the things identified in the strategic plan was a need for updated policies and procedures. In the discussions, one company came up called Lexipol. This company was started by a California Highway Patrol officer who then became an attorney who then developed Lexipol to provide policy to law enforcement and fire agencies. This company currently has five thousand subscribers in thirty-five states with a 96% retention rate. Most of the law enforcement agencies in the area use this company as well as a few fire agencies. The service they provide is state specific legal defensible policy that is automatically updated as the laws change. They will defend any policy they provide to us. They provide us with 165 policies and 40 procedures and 8 – 10 hours of one-on-one training for administration. They have implementation support options. They provide scenario based daily training on policies (10) and procedures (5) per month. The annual subscription fee is $8,416.70 (this includes a 15% discount). The implementation cost is tier based. With the cross reference and content extraction cost of $4,945.00 and tier 1 (High Risk) costing $5,093.00, Tier 2 (High Liability) $4,613.00, Tier 3 (Daily Operations) $7,101.00, Tier 4 (Defensibility Policies) $4,258.00 and Tier 5 (Operational Consistency) $6,178.00. The total cost for full subscription and implementation is $40,604.70. Chief Forquer recommends moving forward with the full subscription and implementation of $40,604.70 but not until next budget cycle. Chief Stanton has run the budget numbers and it fits well within the budget for next year. Director Marcum asked about preliminary work before next budget year and Chief Forquer thinks the lions share of the work would not begin until next budget year. Director Marcum motioned to proceed with implementation of the Lexipol program next budget year. Director Hawman seconded this. Motion passed.

Chaplain’s association: An Eastern Oregon Regional Chaplains Association has been created. The association is currently in the process of becoming a 501C3 organization. This designation will allow them to receive donations. The goal is within a year the district would no longer have to pay Chaplain Cummings. The budgeted funds would just be sent to the Chaplains Association for them to manage and pay their own expenses.

Oversight Committee: The committee met last night. Three of the members were unable to attend. Dinner was provided. Chief feels that there are great members on the committee who bring a wealth of knowledge on a diverse number of topics. The next meeting is scheduled at Station 24 in April. They may start scheduling meetings monthly. Director Whelan is the board rep on the oversight committee.

SAFER Grant: Last year the district received a SAFER grant to fund Nik’s position. Safer grants are also available for fire fighter positions. The downside of the SAFER grant is it is only a 3-year program. The grant provides 100 percent funding for three years. The federal objective of SAFER is to open a new station, provide funds to rehire personnel who may have been laid off and meet 1720 standards. Chief Stanton is proposing hiring nine positions. This will cost 1.2 million to fund 9 positions with salaries and benefits. The grant request is due by February 4. Chief Stanton estimated that over the 3-year life of the grant the funding would be approximately 3.7 million. Director Whelan motioned to authorize Chief Stanton to move forward with the SAFER Grant application funding nine positions. Director Piersol seconded this. Motion passed.

Recess: The board took a 10-minute recess and reconvened the meeting at 2027.

Portable radios approval: Chief Stanton contacted all board members by telephone regarding the purchase of twelve portable radios designed specifically for fire fighters. The new portable radios cost approximately $47,000.00. This is a bond fund purchase. Director Marcum moved to approve the purchase of twelve portable radios. Director Hawman seconded this. Motion passed.

Presentation – Volunteer

Recruitment: Chief Cearns and Nik Oatley presented an outstanding slide presentation regarding the years long endeavor to promote volunteer recruitment and retention through social media. This began with putting together our “story”. The younger generation has been identified as the target audience. Across the state of Oregon, other organizations have noticed the work that UCFD1 has done in this area. This marketing and branding will continue as impressive results have been the outcome of their endeavors.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2105.