**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**July 12, 2023**

***Present:***

The meeting was called to order at 1900, July 12, 2023, in the meeting room at Station 23, 78760 Westland Road, Hermiston, Oregon by Board President Ric Sherman. Those present included board members Mike Hawman, Jim Whelan, Eldon Marcum, Spike Piersol, Chief Scott Stanton, Fire Marshal Scott Goff, Office Manager Candice Osborne, Clerk Reta Larson and Richard Cearns and Travis Potter with Zoll via remote.

***Pledge of Allegiance:***

Director Marcum led the pledge of allegiance.

***Oath of Office:***

Clerk Larson led the oath of office for the newly re-elected board members,

Ric Sherman, Eldon Marcum and Spike Piersol.

***Board Organization:***

Board President Ric Sherman opened nominations for Board President for the 2023 – 2024 year. Director Marcum nominated Director Ric Sherman to serve as board president. This was seconded by Director Hawman. Nominations for board president were declared closed. The vote was unanimous for Director Ric Sherman to serve as board president. Board President Sherman then opened nominations for Board Vice President. Director Marcum nominated Director Hawman to serve as Board Vice President. Nominations were then closed for Board Vice President followed by a unanimous vote for Director Hawman to serve as Board Vice President. Nominations were then opened for Board Secretary/Treasurer. Director Marcum nominated Director Whelan to serve as Secretary/Treasurer for the board. Director Whelan nominated Director Marcum to serve as Secretary/Treasurer. With no further nominations for Board Secretary/Treasurer, nominations were closed. This was followed by three votes for Director Whelan and one vote for Director Marcum. With Director Whelan receiving the most votes, he will serve as Secretary/Treasurer for the 2023 – 2034 year.

***Guests:***

Travis Potter with Zoll via remote.

***Minutes of June 14, 2023, Board Meeting***

Clerk Larson noted one correction under Communications. There was a typo, gold tournament should be golf tournament. Director Marcum had a comment regarding CDA annexation and MOU. He was concerned that the conditions for moving forward with annexation were not stated, but in fact they were. Director Marcum moved to approve the June 14, 2023, board meeting minutes with the typo correction. Director Piersol seconded the motion. Motion passed.

***Financial Report:***

With some corrections and revisions to the balance sheet for the bond, there are now two balance sheets related to the bond, one for the bond funds and one for the bond debt. The bond debt balance sheet shows $31,074.03 in bond debt services and $29,743.00 due from other accounts for a balance of $60,817.03. The bond balance sheet shows $5,786,964.34 in the Bond LGIP account, $159,008.58 in the bond checking account and $-90,248.64 due from other accounts for a balance of $5,855,724.28. The bond transaction report shows nine transactions totaling $6,053,592.79. Included in these transactions was a transfer of $6,000,000.00 from the Banner Bank account to the LGIP account so actual bond expenses total $53,592.79. The budget report was then reviewed showing taxes collected during June total $127,746.09. Ambulance Service Fee Revenue collected during June total $400,820.88. Maintenance Service Fees collected during June total $2,156.00 and Grant funds collected in June total $35,000.00. Miscellaneous Revenue of $6,754,819.73, of which $6,749,392.24 was bond revenue received in June. No other revenue was received during the month. Total revenue collected during the month of June was $7,320,542.70. For expenses, $596,118.35 was spent on Personal Services. Materials and Services expended during the month of June totaled $135,709.05 and $9,737.67 expended in Capital Outlay during the month of June. The Balance sheet for the General Fund shows a balance in LGIP of $2,650,629.98, $500.00 in petty cash, $584,603.18 in the Banner Bank checking account, $-1,737.29 in Unapplied Credits/Overpayments and $-194,188.61 due from other accounts for a balance of $3,039,807.26. The final report reviewed was the bank transaction report. Clerk Larson reviewed multiple transactions with June expenses totaling $1,325,066.52. Board President Ric Sherman questioned check number 11309 to Banner Bank in the amount of $11,172.48. It was explained to him that his is the credit card and is higher than normal due to paying the recertification fees for all the EMT’s/Paramedics. With no further questions regarding the financial report, Director Whelan moved to pay June expenses in the amount of $1,325,066.52. Director Piersol seconded this. Motion passed.

***Communications:***

Director Marcum expressed his appreciation for all the help from the Chiefs during Stanfield’s July 4th celebration.

***Chief’s Report:***

See attached report. June calls totaled 558. This is a 14% increase over last June’s calls.

***Old Business:***

Zoll One Program: Chief Cearns via remote introduced Travis Potter from Zoll to present the Zoll One program. This program assists departments/districts in purchasing monitors in a cost-effective manner that also helps to keep up with the latest technology. Chief Stanton wanted the board to know how important the monitors are to the district. He explained that these monitors are the single most used piece of equipment that the district uses multiple times daily. After the presentation the board took a break from 1959 to 2007. Director Hawman moved to proceed forward with the Zoll One program for 10 monitors with a down payment of $500,000.00. This was seconded by Director Whelan. A roll call vote resulted in 5 yes votes and 0 no votes for a unanimous vote to move forward with the Zoll One program.

Capital Improvements

And Purchases:

Station work: Chief reported that work on Station 24 is progressing. The oversite committee toured the station. It should be completed by the end of September. An open house will be scheduled when it is complete. Demolition has started on Station 22 to proceed with the seismic upgrade. It should also be completed by the end of September. Chief Stanton has the contracts nearly complete for Phase II at Station 23 with work to begin possibly in November. Station 21 design is nearly complete with work to begin possibly June or July of 2024. Chief is working hard to get some funding possibly from the State or even federal funding.

Apparatus work: The engine is still waiting on a few things until it is complete in Hillsboro. The truck is still estimated to be done in September. The ambulance is very close to being complete as Chief has received an invoice for it. Chief Stanton expects that in the next few weeks it will be ready for pickup. The second ambulance that was originally set to be ready in December is now pushed back to next summer. The problem is that the company has a 40-month build time due to not enough workers. The pickup that was ordered for Corey should be here next month.

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Hutterittes MOU: Nothing new to report.

CDA Annexation and

MOU:

 Greg Smith was not at the board meeting when Chief Stanton presented the MOU. There is a board meeting scheduled for July 27. Chief Stanton expects the board with Greg Smith present at the July 27 meeting will move forward with the MOU.

Auditors RFQ results: There were no offers or quotes received. Chief Stanton has emailed SDAO to see what their recommendation is. Candice is going to call Barnett & Moro to see if they may be interested in providing the audit. If Chief Stanton can find a firm to perform the audit for $10,000.00 or less, he will just direct appoint the firm to proceed with this year’s audit.

Grants: The district received a Work Force Development grant of $75,000.00 for bilingual workers for the intern program. This is a 3-year grant of $25,000.00 per year from Round House Foundation. Chief Stanton thinks the entire $75,000.00 will be funded this year. A grant has been requested from Wildhorse Foundation in the amount of $30,000. 00. This is to purchase a monitor. A grant has been requested from Firehouse Subs in the amount of $25,000.00 also to help purchase a monitor. Chief Stanton is also going to approach both Sherrel Chevrolet and Rogers Toyota to see if they would donate a vehicle for the Community Paramedic program.

Computer Server: They are getting close to having the new server ready. The next step would be to migrate everything to our server.

***New Business:***

Executive Session: An executive session per ORS 192.660 (2) (f) was called at 2029 with everyone but the board and chief exiting the meeting room. The Executive session was closed at 2036.

Procurement of Brush

Chassis – Declare

Emergency Purchase

ORS 279B.080: SDAO will pay for the damaged chassis in the amount of $65,000.00 to $75,000.00. The new chassis will have to be ordered as there are no red ones available. Director Marcum moved to declare an emergency and purchase a new brush apparatus. This was seconded by Director Hawman. A roll call vote resulted in 5 yes votes and 0 no votes for a unanimous decision to purchase a new brush apparatus under an emergency declaration.

Procurement of HVAC

System for Addition at 23: An HVAC system is needed for the new addition at Station 23. A new system will cost approximately $10,000.00 – $15,000.00. Director Hawman moved to proceed with receiving quotes for the purchase of an HVAC system for Station 23. This was seconded by Director Piersol. Motion passed.

IAFC Fire Rescue

Institute video work: The Fire Rescue Institute would like to spotlight the district with the production of a five-minute video highlighting the district’s programs with a focus on the following three areas:

1. Community Paramedic Program.

2. Work Force Development

3. Health & Wellness

Filming would begin on July 25 or 26. The production will cost the district $22,500.00. Director Whelan motioned to move forward with the video work that Fire Rescue Institute is wanting to do. This was seconded by Director Piersol. Motion passed.

RFQ for Investigation

Trailer: With the grant that was received, the district will be responsible for approximately $35,200.00. This is to purchase a 27’ aluminum trailer. This trailer will be a regional resource. Part of the grant requirement was to make the trailer available to all our mutual aid partners. The trailer will be multi use as it will have restrooms, kitchenette, and workspace. It will have heating and cooling. Director Marcum moved to proceed with the $35,200.00 funding from the district for the investigation trailer through Source Well. This was seconded by Director Whelan. Motion passed.

**Board Member Comments:**

Director Whelan commented that he has been hearing good things about communications from the district. He expressed his thanks to Chief Stanton for this.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2054.