**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**April 13, 2022**

***Present:***

The meeting was called to order at 1900, April 13, 2022, in the meeting room at Station 23, 78760 Westland Road, Hermiston, Oregon by Board Vice President Eldon Marcum. Those present included board members Mike Hawman, Spike Piersol, and Jim Whelan, Fire Chief Scott Stanton, Deputy Chief of Administration Jim Forquer, Division Chief of EMS & Training Richard Cearns, Battalion Chief of Training Corey Gorham, Lieutenant Matt Fisher, Community Paramedic Jessica Marcum, Fire Fighters Melissa Griffin, Dan Shult, Jenna O’Brien, Resident Intern Eli Hernandez and Clerk Reta Larson.

***Pledge of Allegiance:***

Director Piersol led the Pledge of Allegiance.

***Special Presentation:***

Chief Cearns presented a special EMS award to Melissa Griffin, Chandi Walker, Matt Fisher, Dan Shult, Eli Hernandez, Jenna O’Brien, and Jessica Marcum.

***Guests:***

Deputy Cody Marcum with Umatilla County Sheriff’s Office was present for Jessica’s award presentation.

***Minutes of March 9 Meeting***

Director Hawman moved to approve the March 9, 2022 board meeting minutes. Director Piersol seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson started with the Balance Sheet for the bond. This report shows a balance of $3,635,49.57 in LGIP and $16,738.01 in the Banner Bank bond account for a total cash balance of $3,652,217.58. The bank transaction report for the bond contains two transaction totaling $1,914,161.88. This includes check number 1007 to GeoDesig, Inc. for $39,980.88 is the engineering costs for Station 23 and check number 1008 to True North in payment of the ladder truck and engine. Check number 1008 totaled $1,874,181.00. This is payment in full for both the ladder truck and engine. The total spent during March on bond items totaled $1,914,161.88. Director Whelan was concerned about the board approving the total payment for the engine. Chief Stanton suggested that it could be added under old business and the board could act on the item then. The next report reviewed was the Balance Sheet for the General Fund. This report shows a balance of $2,915,821.26 in LGIP, $500.00 in Petty Cash and $35,574.43 in the Banner Bank checking account for a total of $2,951,895.69. Budget Report for the general fund show taxes collected during March total $28,545.40. This amount does include delinquent tax collections. Ambulance revenue collected during March total $242,305.96. This includes FireMed funds collected. Chief Stanton reported that ambulance revenue is approximately 8 percent below what was budgeted and attributes this to fewer transports being taken. No Maintenance Service fees collected during March. Grant funds collected during March total $35,593.35. This grant money is from COVID overtime expenses. Intergovernmental Agreement fees collected during March total $4,000.00. This was collected from Umatilla Rural Fire Protection District for the MOU. No Fire Suppression fees collected during February and Miscellaneous Revenue collected during March totaled $2,246.28. Total revenue collected during the month of March was $312,690.99. For expenses $495,662.02 spent in Personal Services. Materials and Services expended during the month of March totaled $83.350.18. With no questions regarding the budget, the final report to review was the bank transaction report. The first transaction noted was check number 10281 to EO Rentals in the amount of $1,424.08. This was for light towers for the Shearers Food fire. This should be reimbursed. Check number 10282 to Frontier Reimbursements in the amount of $7,500.00 is for the consultant for the GEMT funding. Check number 10287 to Pac/West Communications is the final payment for the bond campaign and annual report. Check number 10300 to City of Hermiston for $1,000.00 is our cost for the arson investigator. Check number 10311 to Lexipol LLC in the amount of $6,767.58 is the initial cost for the updating of the department’s policies and procedures. Check number 10340 to Cascade Subscription Service Inc. in the amount of $299.00 is a new subscription service reporting on national trends in the fire service. Chief Stanton is testing this service on a 1-year trial basis. Check number 10344 to Target Solutions in the amount of $4,201.20 is the annual fee for the training platform. Clerk Larson reported that Candice had emailed her regarding some progress being made on Zelis fees. March expenses total $581,256.35. Director Marcum asked about check number 10338 to Banner Bank in the amount of $5,247.16. Clerk Larson noted that both check number 10338 to Banner Bank and check number 10305 to First National Bank in the amount of $2,629.42 is for credit card payments. Director Piersol moved to pay March expenses in the amount of $581,256.35. Director Whelan seconded this. Motion passed.

***Communications***

Director Marcum reported that the Fire Fighters Association is planning for the golf tournament.

***Chief’s Report:***

See attached report.

***Old Business:***

Bond procurement and

Station work update: Rescue Equipment & vehicle/chassis: Some of the personal protective equipment has arrived. The brush chassis should arrive next week. Ryan will have to get measurements for the flatbeds and slip in units. The Tahoe’s should be delivered on May 28. Both new ambulances should be here by the end of May. The engine and ladder trucks have been ordered with a 390 day build out.

Station Designs: The last conversation for the Station 23 work is that they were to start pushing dirt by mid-June. Projections are for Station 24 work to begin in September. Approximately 6 months later work should start on Station 22. The seismic retrofit for both 22 and 24 must be complete by December 31, 2022. The oversight committee met yesterday with everyone coming away with a good feeling regarding the responsible spending of the bond funds.

OMD fire protection

Contract: Chief Stanton talked with Dan Cleveland today. The contract is with the Department of Administrative Services (DAS). Chief thinks the contract should be signed this month.

Computer Server Update: Chief meets with the City Manager, Byron Smith Monday to talk about IT things and about Station 21.

URFPD Update: The district has five candidates for the Chief’s position. This includes two lieutenants from UCFD1. The hiring process consists of the board meeting with each candidate. Their board president has expressed a desire to extend the MOU a little longer. The MOU and IGA will both expire on June 30, 2022.

Chief’s Evaluation: Chief Stanton’s evaluation came back at 96 percent. Based on this evaluation the board continues to be extremely satisfied with Chief Stanton’s performance.

Financial Statement –

Internal: Chief has not been able to coordinate a time to meet with Rick Stoddard due to both being extremely busy with this being tax season. Chief has not pushed the issue but will pursue a meeting with him in May or June to try to evaluate the need for a separate financial statement and the cost involved.

Engine purchase: Director Whelan moved to approve prepayment of the engine that has been ordered. This was seconded by Director Hawman. Motion passed.

***New Business:***

Columbia Development

Authority Lands: Chief had a conference call with Greg Smith who is the executive director for the Columbia Development Authority and County Commissioner John Shafer. Greg would like Chief Stanton to present to the CDA board at their next meeting in early May. Annexation of the land within Umatilla County will be the next step. Both Greg Smith and John Shafer are adamant about UCFD1 having a seat at the table of discussions for any tax abatement programs offered to any developers.

Public Meeting Policy: See Draft Policy: The first item discussed was the deletion of the recording of each meeting once they have been transcribed. The next item is the notice of the meetings. The website will be the way the district notifies the public of a meeting. The last item outlines how tele conferences are considered public meetings. Social gatherings and a quorum were also addressed. Director Whelan asked about a time frame for posting the board meeting agenda. Chief Stanton reported that it is 4 days prior to the meeting. Also, the agenda, meeting minutes and financials need to be sent to the board members 4 days prior to the board meeting. Chief Whelan noted that he did not see in the policy anything regarding the requirement for posting the agenda. Director Whelan moved to approve the update to the new Public Meeting Policy. This was seconded by Director Hawman. A roll call resulted in all board members responding in favor of the update to the policy.

Board Meeting Location: Director Whelan moved to approve all board meetings being located at Station 23. This was seconded by Director Piersol. A roll call resulted in unanimous approval by all board members.

An executive session per ORS 192.660 (2) d was convened at 1954 to discuss labor negotiations. The regular board meeting was reconvened at 2031.

**Board Member Comments:**

Director Whelan wants to thank everyone for their time and effort. He really appreciates the effort.

Director Piersol reiterated Director Whelan’s comment.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2036.