**Umatilla County Fire District #1**

**BOARD OF DIRECTORS**

**Regular Board Meeting Minutes**

**March 9, 2022**

***Present:***

The meeting was called to order at 1903, March 9, 2022, in the meeting room at Station 23, 78760 Westland Road, 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, Lieutenant Matt Hodge and Clerk Reta Larson.

***Pledge of Allegiance:***

Eldon Marcum led the Pledge of Allegiance.

***Roll Call***

Board Clerk Larson conducted a roll call with all board members present.

***Minutes of February 9 Meeting***

Director Whelan moved to approve the February 9, 2022 board meeting minutes as corrected. Director Marcum seconded the motion. Motion passed.

***Financial Report:***

Clerk Larson started with the Balance Sheet for the bond. This report shows a balance of $5,551,475.78 in LGIP and $10,899.25 in the Banner Bank bond account for a total cash balance of $5,562,375.03. The bank transaction report for the bond contains 1 transaction totaling $85.679.25. This expense is check number 1006 to Elite Extrication & Equipment for rescue equipment. The next report reviewed was the Balance Sheet for the General Fund. This report shows a balance of $3,141,280.34 in LGIP, $500.00 in Petty Cash and $74,242.55 in the Banner Bank checking account for a total of $3,216,022.89. This is well above what the district has had in previous years and is due mostly to no longer having debt to pay due to the bond. Chief Stanton also commented that the Managed Care GEMT payment has helped as well as just tightening the budget due to COVID. Budget Report for the general fund show taxes collected during February total $109,247.98. This amount does include delinquent tax collections. Ambulance revenue collected during February total $243,127.70. This includes FireMed funds collected. No Maintenance Service fees collected during February. Grant funds collected during February total $15,336.81. Intergovernmental Agreement fees collected during February total $7,857.352. No Fire Suppression fees collected during February and Miscellaneous Revenue collected during February totaled $9066.08. Chief Stanton reported that it was a pretty good month for ambulance revenue collection with $235,481.00 collected. For expenses $547,115.06 spent in Personal Services. Materials and Services expended during the month of February totaled $118,709.62. With no questions regarding the budget, the final report to review was the bank transaction report. The first transaction noted was check number 10232 to Binder Lift LLC in the amount of $1222.00. This was for lift equipment for the ambulances. Check number 10236 to Image Trend Inc. in the amount of $844.14 is the annual fee. This is the software used to document EMS calls. Draft number DFT0000752 to Nicklaus Donahue in the amount of $1750.00 is tuition reimbursement. Nicklaus is one of our resident interns. Check number 10247 to Bound Tree for $2,702.44 for medical expenses. Check number 10248 to Carson in the amount of $5,214.84 is fuel. Check number 10265 to SDAO in the amount of $78,551.00 is for liability, vehicle and property insurance. Credit card payment included check number 10235 to First Nation Bank in the amount of $4,386.95 and check number 10268 to Banner Bank in the amount of $4,178.58. The draft to CIS trust is the amount of $69,899.80 is for Medical, Dental, Vision and life insurance monthly premiums. $671,189.57 is total expenses for the month of February. Chief Stanton noted that payroll was up this month mostly due to the Shearer’s Foods fire on February 22. Director Marcum moved to pay February expenses in the amount of $671,189.57. Director Piersol seconded this. Motion passed.

***Communications***

Director Marcum reported that the Fire Fighters Association has a business meeting tomorrow evening.

***Chief’s Report:***

See attached report. Battalion Chief Clark has returned to work from his injury. Chief Stanton was happy to report that Gretchen is back in the schools with presentation centered around knowing address, locations, and telephone number. Chief Stanton’s report included a short video replay of the Shearer’s Foods fire response. Chief did a brief overview of the Shearer’s fire. The biggest hurdle faced by UCFD1 was water supply. Chief Goff had inspected the plant in January with everything passing. Shearer’s had a good evacuation plan and executed it very well with only 5 injuries. With the plant valued at nearly 40 million it will have a financial impact of approximately $68,000.00 on the district starting with the 2023 tax year.

***Old Business:***

Bond procurement and

Station work update: Apparatus and Equipment: With the cost of everything increasing Chief Stanton reported that we need to order the ladder truck ASAP. Chief recommends that we pay the total price of $1,239,947.00 up front. This saves the district approximately $43,000.00. The vehicle will not be complete for 390 days. Director Marcum moved to pay 100 percent of the cost of the ladder truck now. This was seconded by Director Hawman. Motion passed.

Station Designs: Station 24 drawings were presented in draft form. The tentative start date is sometime in September. The build time is 6 – 8 months. There is 1.5 million dollars in seismic upgrade grant money for Station 24. With the 1 million budgeted from the district this will be a 2.5-million-dollar project. The second drawing is Station 23, Phase 1. The cost for Phase 1 is $113,850.00 and includes the cost for engineering and architectural work and some phase 2 prework. The hope is to start pushing dirt by mid-June. Director Hawman moved to accept the contract from WRK Engineering. This was seconded by Director Whelan. Motion passed.

OMD fire protection

Contract: Chief Stanton worked with Dan Cleveland today on the contract. Chief thinks they are very close to having a contract that both parties can agree to.

Computer Server Update: No update. Jordan is still working on it.

URFPD Update: Chief in conversation with Scott Goff agreed that the prevention contract should not be renewed. Chief will entertain some new pricing on the MOU when they get a chief hired and let them evaluate their needs down the road. Director Whelan moved to terminate both the MOU and the fire prevention contract with URFPD. This was seconded by Director Marcum. Motion passed.

***Executive Session:***

An executive session per ORS 192.660 (2) (i) to discuss the chief’s evaluation was called at 1955 where everyone except board members left the meeting room. The regular board meeting was reconvened at 2009.

***New Business:***

Dave Hansen introduced himself. He has retired from the fire service out of California. He is now residing in Hermiston.

Audit Update: Every year there is a deficiency noted due to the district not having a prepared financial statement for the audit. For the district to do this either Chief Stanton or Candice would have to attend some pretty in-depth classes which neither have time for. The other option is to have a CPA firm prepare the statement which could be very costly. Candice has corrected the issues that Mike Poe found, and the audit is now complete. Chief Stanton’s question to the board is what they want done if anything in the future to prevent the deficiency each year. Chief is meeting with Rick Stoddard from Barnett & Moro to get a price on cost to prepare the financial statement. Director Sherman recommends if there are not objections, to tabling the issue until next month. One issue that was brought up is that their may be issues with financing with the deficiency noted on the audit. Chief Stanton reported that with the bond funding complete, the deficiency was never an issue for funding.

Implementing 2nd EMS

Unit: The 1st aid car is now in service. The plan is the eventually have a 24-hour aid car in service. This will help to staff transfers which is a source of funding for the district. With the implementation of a 2nd car there would be an overlap on Wednesday which could be a training day when the aid cars can take the calls and training would be done uninterrupted. With the budget is good shape, Chief would like to entertain the idea of implementing the 2nd aid car now. Director Whelan moved to add the 2nd day care. This was seconded by Director Piersol. Motion passed.

New Structure Engine: In the bond matrix for purchases, there was an engine to be purchased 2 -3 years down the road with an estimated cost of $700,000.00. With the increase in cost of everything, Chief Stanton is recommending ordering a new engine now at a cost of approximately $640,000.00. Director Hawman moved to order the new engine now. This was seconded by Director Marcum. Motion passed.

Resolution 21-22 #1: See Attached resolution. This was a resolution to realign some budget items that were over budget. The resolution was read by Board President Sherman. Director Marcum moved to adopt Resolution 21-22 #1. This was seconded by Director PIersol. After a roll call vote of all board members approving the adoption of Resolution 21-22 #1, the resolution was adopted.

Summer Seasonal

Employees: Once again the district is going to hire 5 -6 personnel to work during the summer months. Two personnel will be stationed at Station 22, two personnel will be at Station 25 and one at Station 23 to work with Ryan. A $3000.00 grant will be applied for the help fund these positions.

**Board Member Comments:**

Director Whelan wants to thank the chief and staff officers for all their work on the extra projects.

Director Piersol is a member of the American Legion. He is inviting all to visit the wall of honor.

Director Marcum also is appreciative of the staff and all their hard work.

President Sherman announced that a new chaplain has been added to the force. Also, long time retired board member Steve Spike is now home on hospice. He also announced the passing of Scott Tassie, Kevin’s brother.

**Adjournment:**

There being no further business before the board, the meeting was adjourned at 2040.