



**EAST UMATILLA FIRE & RESCUE
BOARD MEETING
February 16, 2023, 7:00 PM
Weston Fire Station
103 W. Main Street
Weston, OR 97886**

Mission Statement

East Umatilla Fire and Rescue is committed to preserving life, property, and the environment by providing and supporting the best possible emergency services to the communities in our district. Volunteer fire fighters are dedicated to safely minimizing suffering, loss of life, and loss of property incurred by fire, accidents, disasters, and medical emergencies. Fire fighters do this through fire training, suppression, preparation, education, and prevention.

In Attendance

<u>X</u> <i>Matt Hoehna, President</i>	<u>X</u> <i>Greg Phillips, Director</i>
<u>X</u> <i>Terry Case, Vice President</i>	<u>X</u> <i>Chris Williams, Director</i>
<u>X</u> <i>Carol Kirk, Secretary/Treasurer</i>	<u>X</u> <i>Dave Baty, Fire Chief</i>

MINUTES

1) MEETING TO ORDER

Board President, Matt Hoehna called the meeting to order at 7:37 p.m.

2) ROLL CALL

A quorum was determined, as indicated above, and the meeting continued. Guests – Chrys Wernlund, Christine Erb, Juan Avila, Andy Fournell, JoAnn McKern, Sheri Allen, Michael Kobasa, and Jason Hall.

3) APPROVE/ADD TO THE AGENDA

Sheri Allen let the board know that an update on the UTV needed to be added. The board added item 12) UTV Update under Old Business.

MOTION: Greg Phillips moved to approve the agenda as amended

SECOND: Chris Williams

VOTE: Unanimously Approved

4) PUBLIC COMMENT

There was no public comment.

5) FINANCIAL INFORMATION AND PAYMENT OF BILLS

Chris Williams asked for clarification on the financials. How did we get a negative amount listed in Previously Levied Taxes? JoAnn let the board know that it reflects credits given to businesses, but will make a correction to the financial statements to not show the negative amount on the financials. The money deposited into the old Fire District account. He wanted to know why money went in there and why we haven't closed that account. JoAnn let the board know it was a payroll tax refund from 2018. Sheri Allen informed the board that the account is currently open as there are amended tax returns on the old Tax ID that correlate to that account. The money must go into the account with the appropriate Tax ID. The idea of adding the old Tax ID to the new account was brought up, the conversation with the bank just hasn't happened yet. There is one amendment to taxes with the state that still needs to be processed. His last question was Taxes Estimated to be Received is coming into the current monthly and shown as a resource. JoAnn let the board know she will make the correction to not double record the current taxes. Terry Case asked about the amount for the Deputy Chief Health Administrator line. Would the amount



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being paid from other positions decrease since the two individuals who are filling that position are now paid from there. Sheri Allen stated, yes, there will be less money coming out of other lines and more from that line.

MOTION: Greg Phillips moved to amend the financials and pay the bills

SECOND: Terry Case

VOTE: Unanimously Approved

6) MINUTES FROM LAST MEETING

MOTION: Chris Williams moved to approve the minutes from last meeting

SECOND: Carol Kirk

VOTE: Unanimously Approved

OLD BUSINESS

7) DISTRICT POLICY

- (a) Chapter 10 (Personnel) – discussion on this item occurred after Questions regarding the Chief's Report on the agenda as follows:

The board decided to table discussion and set up a Work Session. The board discussed dates, time, and location. An agreement was reached, and a Work Session would be held February 27, 2023, from 6:00 p.m. – 7:30 p.m. at the Fire Station in Weston. Sheri Allen did request the board go back to address a couple sections already visited. The board discussed the sections and changes were applied accordingly.

8) NEW STATION UPDATE

Chief Baty informed the board that we are currently waiting for the bids to come back, March 6th. March 9th we will have a GMP. There is the potential that when the bids come back, due to the drop in prices, that the bids will be very favorable to us. Terry Case let the other members know he bid process opened Monday for sub-contractors and they had a pre-bid meeting today at 11:00 a.m. Chris Williams asked if we received the 4 feet we asked for? The Chief let him know, not as of right now and Terry Case said it will be as an addendum. Possibility of getting 10 feet on the outside wall. Matt Hoehna and Christ Williams thanked those involved for the work they were continuing to do. Chief let the board know the ARPA money has to be spent or given back by June 30, 2024, but Jake feels as long as everything keeps moving along the station will be done by then. Discussion continued about other processes involved with the project.

9) HELIX MAINTENANCE SHOP UPDATE

Chief Baty informed the board Terry Case found the original purchase agreement on the building for \$71,337. Terry confirmed that there was no down payment. Chris Williams asked whether the School District wanted to purchase it or lease it? Chief Baty let the board know that Brad Bixler reached out and wanted a contact person to talk price. The Chief let the board know he did not get specifics on Brad's question, but felt the board had many options to choose from. A discussion on current utilization occurred between the board and Chief. The board also discussed other building utilization to determine need or utilization of the Helix Maintenance Building. Matt Hoehna stated we need to know the intentions of the School District (i.e. purchase, leasing or occasional use) and recommended we pursue the discussion with Brad. Jason Hall volunteered to be the representative for the District and work with the Helix School District. He will have some information for them next month.

10) MUTUAL AID AGREEMENT WITH BIA

Matt Hoehna confirmed the board had a chance to read the Mutual Aid Agreement with the BIA that Tony Cooke dropped off at the last meeting. There was no agreement prior. A discussion on the agreement occurred between the board members. It was noted that language was updated and formalized within this agreement.

MOTION: Terry Case moved to sign the Mutual Aid Agreement with the BIA, between EUFR and the Bureau of Indian Affairs

SECOND: Greg Phillips

VOTE: Unanimously Approved



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11) FINANCIAL SOFTWARE

Sheri Allen and JoAnn McKern's concern is to make a decision and have a software in place before hand to allow for a smooth transition. A discussion about whether there were cost savings in having a third-party payroll software provider were discussed. Sheri Allen explained the process that is involved when using a third-party payroll software provider through her experience, there wasn't much time savings. JoAnn gave the board a target date of June 30, 2023. Matt Hoehna asked what the timeline for transition from JoAnn's software to District software would be if continuing with QuickBooks. It took about two months to be reasonable when the District moved last time. This was going from Online to Desktop. Sheri Allen and JoAnn are going to work together with a QuickBooks representative to figure out exactly what is needed and cost associated to present next month. On a very preliminary basis without working out exactly what we need it could cost anywhere from \$1,300 to \$6,000 per year. Terry Case noted that last month the concern was if QuickBooks would be able to do what was needed and wanted to know if Premier would be sufficient. It was noted the concern in staying with QuickBooks was a long-term concern and it doesn't have to be fixed now. Looking to future of growth and more regulations that come, each financial software builds those in, but if you don't pay for that level of service, you don't get those. Sheri Allen let the board know the District can stay with QuickBooks, that wasn't a problem and if she made them feel it was a problem, she apologized as that wasn't her intent.

12) UTV UPDATE

Juan Avila provided the board with a breakdown of costs for Phase 3 in the UTV project. He asked the board for half of the cost of Phase 3. Clarification of Phase 3 was asked, and a refresher of the Phases is as follows. The purchase of the UTV was Phase 1, the trailer was Phase 2. Juan Avila confirmed that was correct and that the odds and ends to complete the project is Phase 3. Greg Phillips asked what the total bill would be for the entire project. So far everything has been grant funded, but \$105,000 including Phase 3 is the total. It was noted, a lot of the items on Phase 3 have been due to supply chain issues and cost increases. The question was asked again with clarification on what is cost right now, out of pocket to the fire district. Without the purchasing of Phase 3 the fire districts cost is \$0.00. It was then asked what the total cost would be when it was all done. The answer is hopefully if the two grants that went to AWARE were awarded and the one from Umatilla Electric comes through, \$0.00. Clarification on worst case scenario, what would be the cost of Phase 3 (1/2 of Phase 3). The Chief was asked if he was comfortable with the budget if the fire district paid half. Chief asked for an amount and \$16,400 was given.

MOTION: Greg Phillips moved to approve up to \$16,400.00 for the UTV project.

SECOND: Chris Williams

VOTE: Unanimously Approved

NEW BUSINESS

- a. **Surplus of Vehicles** – Jason Hall requested the board allow the fire district to surplus the 1999 Suburban due to mechanical and safety issues. Maintenance team feels the value is not worth the expenditures and has over 150,000 miles on it. Jason Hall let the board know that with the current vehicle fleet the need to replace the 1999 Suburban anytime soon is greatly reduced.

MOTION: Greg Phillips moved to surplus the 1999 Suburban.

SECOND: Carol Kirk

VOTE: Unanimously Approved

Jason Hall informed the board the 2002 Ford F-350 maintenance vehicle has over 239,000 miles. It is currently operational, but it is starting to wear out. He would like the board to consider surplus of this vehicle because the upkeep will significantly outweigh the monetary value of it. He recommended the district surplus it before it's only value would be scrap metal. Jason Hall requested the ability to start looking for a replacement and could use the funds from the suburban sale to help offset the cost. It was asked that the district could purchase the replacement vehicle before surplus of the current vehicle. It was asked if there was a budget in mind and the board was asked to keep in mind that vehicle prices are higher than normal and for a used vehicle it could be somewhere between \$15,000 and \$20,000. Other options of purchasing included purchasing a pickup chassis, take off the pickup bed and buy a \$5,000 service box and put it on. Chris Williams asked if there was money budgeted in the equipment replacement fund. \$25,000 in apparatus replacement fund and \$20,000 in equipment. The board decided



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to build the purchase of a replacement for the maintenance vehicle into the next year's budget. Jason Hall requested the implementation of a Vehicle Replacement Policy within the district encompassing command and control vehicles and utility vehicles. Gas vehicles be replaced at 150,000 miles and diesel vehicles at or around 200,000 miles. Currently only two vehicles fall within those parameters. The vehicles discussed previously (Suburban and F-350 maintenance rig). The next vehicle would be the 2006 Ford Utility vehicle with around 125,000 miles. A discussion of parameters occurred, and it was determined that the board wanted a SOG (standard operating guidelines) instead of a policy, a Vehicle Replacement Plan instead of Vehicle Replacement Policy.

- b. **Monthly Equipment Update** – Jason Hall informed the board that most of the update occurred in the surplus section. The only other update was one of the reserve engines had a couple of valves leaking. One valve was replaced and the other had parts within the valve that need to be replaced. Clarification occurred that these were water valves, not engine valves.
- c. **Monthly Safety Update** – Jason Hall updated the board on the last month meeting. Safe lifting was discussed, and proper nutrition and hydration presentations were given. No other safety concerns have been brought to his attention at this time.
- d. **Budget Update** – Chief Baty let the board know the budget was looking good if we stay fiscally responsible and careful. The District should have slightly more money left over this year than last year. Last year we had \$325,000 at the start of the new year and need approximately \$187,000 to make it to November when the tax revenue starts coming in again.

Questions regarding the Chief's Report – There were not questions.

GOOD OF THE ORDER

Terry Case updated the board on his experience and trainings attended at the SDAO Annual Conference. Sheri Allen also shared her experience and trainings attended. Matt Hoehna reminded the board of the joint IGA Special Board Meeting on Tuesday, February 21, 2023, 7:00 p.m. at the Medic Building in Athena.

ADJOURNMENT

MOTION: Terry Case moved to adjourn the meeting.

SECOND: Chris Williams

VOTE: Unanimously Approved

The meeting was adjourned at 9:14 p.m.

The next regular meeting will be March 16, 2023, 7:00 p.m. at the Fire Station in Weston.

PRESIDENT

DATE

BOARD SECRETARY

DATE