



EAST UMATILLA FIRE & RESCUE

BOARD MEETING
September 21, 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> </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 7:01 p.m.

2) ROLL CALL

The following guests were in attendance: Debbie Munck, Jason Hall, Michael Kobasa, Jeremy Lasater and Whitney Majors.

3) APPROVE/ADD TO THE AGENDA

Add Banking information, from Branch Manager Debbie Munck

MOTION: Terry Case moved to approve Agenda as amended.

SECOND: Greg Phillips

VOTE: Unanimously Approved 5-0

4) PUBLIC COMMENT

There was no public comment.

5) FINANCIAL INFORMATION AND PAYMENT OF BILLS

Debbie Munck was present at the meeting to inform the board about online banking and to change the signers on the accounts. Debbie Munck was asked to attend the meeting to give the Board information about online Banking. She informed the Board that there are some signers that are authorized to sign checks that are no longer with us. Debbie Munck informed the board that they will need to decide on a New Bank Administrator. The Bank would need to know who they want as an Administrator, in the Meeting Minutes for each of the accounts. The Administrators scope of authority then would be to run the cash management program and assign sub-users. "We are looking to change the Administrator on this account _____ and this account _____ to _____." The Board needs to be aware that the Administrator gets to assign the scope of Authority. The bookkeeper, or the Bank Administrator will be able to assign people for all kinds of possible banking aspects. Just looking at bank



EAST UMATILLA FIRE & RESCUE

statements, or possible bill payment out of the account. The bookkeeper will need to have access to put money in and pull money out. Matt Hoehna asked who is on the Bank accounts now. Debbie Munck informed Dave Baty of who is currently on the Bank Accounts. The East Umatilla fire protection district and East Umatilla Fire and Rescue had a board meeting tonight, it was decided to update our cash management Administrator to Whitney Majors, we wanted to update at this time the signers for the fire and rescue to maintain Math Hoehna, Carol Kirk and Chief Dave Baty. On the East Umatilla Fire Protection District to Maintain Chief Dave Baty, and to remove Riann Lasater at this time. We would like to change the Online Cash Management Administrator from Joann McKern to Whitney Majors. Please Maintain all the online access, but would like to restrict her as a signer, just an authorized user. Debbie Munck informed the board that as soon as the Bank of Eastern Oregon gets the minutes of this meeting, Whitney Majors will get the instructions to assign sub users and assign the Log Ons.

MOTION: Chris Williams will motion to Update the Online Cash Management Program to allow Whitney Majors to be the online Banking Administrator, also we would like to pull Rachele/Riann Lasater to be pulled off the Rural Fire District Bank Account as a signer. Terry Case would like to Amend Chris Williams Motion to also keep the signers the same, including Matt Hoehna, Carol Kirk and Dave Baty on all bank Accounts.

SECOND: Greg Phillips

VOTE: Unanimously Approved 4-0

6) FINANCIAL INFORMATION AND PAYMENT OF THE BILLS

Terry Case was wondering about a couple of Fund Transfers out of our Bank Account, including \$26,000.00 and one for \$95,000.00. Whitney Majors has informed Terry Case that the \$26,000.00 is part of the Staffing grant and Whitney has put it into a separate account in Quick Books which is why it is on the Report. The Same Reasoning is for the \$95,000.00, which is the money for the Helix Building Sale. Terry Case also had a question about the positive Promotions, charge coming out of the community and entertainment fund for backpacks. These are smaller backpacks with our name that we, the staff, are handing out to kids during special programs.

MOTION: Greg Phillips moved to approve the financials and pay the Bills.

SECOND: Chris Williams

VOTE: Unanimously Approved 4-0

7) MINUTES FROM LAST MEETING

MOTION: Terry Case moved to accept the Minutes last month.

SECOND: Greg Phillips

VOTE: Unanimously Approved 4-0

OLD BUSINESS

8) DISTRICT EMAILS

Jeremy Lasater has informed the Board that he has fixed the New District Emails for the Board Members. So now the Board Member emails are firstname.lastname@eufr.org. It does work for mobile devices also. Jeremy Lasater has made a couple distribution groups, one for EUFR and one for EUCAAHD, which means if the board wanted to send a mass email, they could just send an email to that group, and not individuals.

9) UTV STATUS

Still no change, last update is that it should be here by the end of the month. Hopefully by the next time the Board Meets, it should be here. The Trailer has gotten a little bit of work



EAST UMATILLA FIRE & RESCUE

done lately, but it is progressing, we did find out that one part of the cabinets was not in the shipments but is currently on the way.

10) NEW STATION

Chief Dave Baty has informed the board that things are progressing, Chief Dave Baty did have a small tour. The PEMB should be here by there no later than October 16th, and then the erection time for the PEMB is only supposed to be 10-12 days. But it is all Labor, so it might take around 2-3 weeks. Once the PEMB is up, then it will be air and weather tight and can be heated. Chief Dave Baty said that we will start to see massive pay apps coming through. Once the footings are poured, stem walls are up and the slabs are down, the Board will be able to have a walk through. Chris Williams asked if Chief Dave Baty feels like McCormack is on track to have everything done by the time frame of the end of July? Dave Baty answered that they haven't shown a sense of panic or urgency. Chris Williams also asked if we have gotten the solar panel issue resolved? Chief Dave Baty said, yes. Explanation was if there is going to be solar panels that cannot go on the roof because of the weight then we have a new location to install them on the ground. Matt Hoehna said that percentage of energy efficiency was built into the insulation, HVAC, and lighting. Terry Case said that there was nothing on the prints for Solar Panels. The only thing that was on the print was to stub a conduit from the electrical, from to the roof for future Solar Panels. There was nothing for solar on the print. So, one of the Key questions is; If it is going to be on the ground, there will have to be a conduit stub through the footing, so Terry Case informed us that Jeff is going to be Contacting McCormack about this issue. Chief Dave Baty, has an OAC (Owner/ Architect and Contractor) meeting every Wednesday, this last meeting he brought up about when do we need to bring in the county guys to get the parking culvert and street work done? The answer was, we won bring them in until we blacktop. We asked to have a little bit of a heads up to get them all dialed in and prepared. Terry Case brought up the point of possibly having raised solar panels so we can have parking underneath them.

11) PERS REVIEW

Chief Dave Baty has some information, we have engaged Tonkin Corporation, our attorney is Gwendolyn Griffith, she is \$962.00 an hour, and her help is \$312.00 an hour. Dave Baty has forwarded everything from Peter Nelson from the state, about the PERS compliance.

12) VEHICLE REPLACEMENT PLAN

Jason Hall has been working on the vehicle replacement plan and said that he has started by getting rid of some of the Vehicles. Our district has 24 vehicles, and that does not include medical vehicles. Jason Hall feels like there are 7 vehicles that we can get rid of and still maintain the mission, maintain what we need to do. There will be some savings as far as the insurance and things like that. There will be an effect to the ISO rating, but that effect will primarily be out in Juniper Canyon, there is not a lot of homes out there. That area might go from an 8B back up to a 10. The bigger issue would be up the mountain, it will also go from an 8B back up to a 10. But again, we might be able to mitigate them by placement of vehicles. Also, the capacity to get water to those places in a timely fashion. One of the scoring criteria for the ISO rating is response out of the station. We have not had anyone responding out of these stations in quite a while, so the ISO score might not be as accurate as it is. Jason Hall passed out a list of all the vehicles that also had a breakdown of all the vehicles. The list has the costs over the life of all our vehicles. The parts, labor and life of vehicle is since it has been part of East Umatilla Fire and Rescue, or East Umatilla Rural Fire Protection District. So this does not include the items that were spent on Helix rigs and Athena Rigs, prior to the departments coming together, we don't



EAST UMATILLA FIRE & RESCUE

have the records of some of that stuff. Also, on the parts and labor, we have not had a standard practice of keeping track of bolts and the valves and things that we pick up around here, or the time that we spend changing headlights. The labor amounts on the report is the only amount that we spend to send it out to be worked on, so those numbers are a little lower than reality. The Miles that are in the report, that were put on the vehicles are the amounts between the months of June 1, 2022, to August 1, 2023. The ones with an asterisk along with it, have something wrong with it. Jason Hall's report said that there would be 2 tenders, they would have to go back to the state, we got them from a FED program. We have a couple of engines that are old, outdated, or just redundant. We can sell those; they belong to us. There are 3 engines that we are thinking about getting rid of. It would be one from the mountain, one from the canyon, and one from the flats. Primarily because we can cover that engine missing from a station with a ladder truck because we have 2 of them. The maintenance vehicle is last, it is very high mileage. It is one of the most expensive vehicles to insure, and the most expensive vehicles per mile to operate. We have some other vehicles, passenger style vehicles that we can put in place of that and use in a different capacity. Get a little more use out of a vehicle that we already have and pay to insure, and that has a little more life out of it. There will be a significant Cost savings, about \$2500.00 a year to just to insure the vehicles. The Vehicles that have been chosen to be surplus-ed, has been collectively decided by Jason Hall, Jeremy Lasater, and William Boyd. The only minor issue would be the ISO score. Terry Case asked if that would leave the Juniper Canyon Station empty, and the Tollgate station empty? Jason Hall answered, yes, for the time being both the stations would be empty, that would give us a little bit of capital to put into a replacement program. Then when we decide, and plan what we are going to start replacing, whether or not we want to replace a vehicle or just move a vehicle around to those areas, during different seasons. Matt Hoehna has agreed that this plan has a great start to it. Chris Williams made the comment of having to have some strategic conversations with the community, to manage the perception issue. Explain to the people in that area what the plan is and why it is happening. Terry Case has the concern that in 2020, we promised everyone in Helix that the fire department wouldn't pull out any trucks from the area. The Helix Station itself would only lose the heavy brush truck. The Sales of these vehicles doesn't have to be quickly, we can take our time. Jason Hall did inform the board that he is also working on some budgeting ideas for replacements further down the road.

MOTION: Greg Phillips moved the apparatus reduction recommendation be approved.

SECOND: Chris Williams

VOTE: Unanimously Approved 4-0

NEW BUSINESS

13) MONTHLY EQUIPMENT STATUS

Jason Hall informed the board that we now have two of our primary vehicles out at Woodpecker Trucking Company or now known as RWC Group. Our first out ladder, the Brain box module for the transmission was giving us trouble and not consistently go into gear. Then recently, we were going to pull our engine out and it was not wanting to start. The ladder will hopefully be done soon. They are Engine 61 and Ladder 61. We moved the vehicles from Athena Station. We did have an incident with one of our brush trucks, a door got left open on the box and banged the side of the building. We were able to get the door straightened out and put it back on. It did very minimal damage to the building on the door frame. It has been fixed and back in operation. It was only out of service for a couple of hours.



EAST UMATILLA FIRE & RESCUE

14) MONTHLY SAFETY STATUS

So since the incident was made, we found out that we do not have a drug testing policy in place. We did send the individual in to get tested for substances, we attempted to get him sent in the day it happened, made many phone calls, but being it was Round-Up week it was not happening. First thing Monday morning he was able to go in and get that done. It was a rapid test, so he was able to bring back the test results. He was clean of all substances, so he was able to come back to work. Jason Hall has made a proposed substance testing policy that covers incidents. Matt Hoehna would like to table this, until next meeting so he can look it over and discuss it. Chris Williams was wondering if we should start to have random Drug testing.

No accidents or injuries. Had a monthly safety meeting on September 7th. Jason Hall spoke to the staff about Agri-chemicals, and plane and helicopter Crashes. Chris Williams asked about training and if we have been trained to handle electric cars when they have crashed. Jason Hall has informed the board that we have had very little but would like to change that.

15) BUDGET

Chief Dave Baty has informed the board that things are looking good, things just keep popping up. The Ladder will probably cost us around \$3200.00; the Engine will cost around \$7000.00-\$8000.00. These two things were a surprise, but we are doing okay.

16) DISTRICT GYM MEMBERSHIP

Michael Kobasa would like to talk to the board about getting a gym membership at Club 24 for the District Employees to maintain good physical fitness. Only until the new gym is built at the new station. At Club 24 it is \$30.00 per person, per month, with a minimum of 5 people to count. Terry Case asked if Club 24, is just in Pendleton, Or. Michael Kobasa informed us that there is a Club 24 in Pendleton, Hermiston, La Grande, trying to build on in Walla Walla. Matt Hoehna supports physical fitness for the employees. Have to get Employees to actually go and participate.

CHIEF REPORT: No Questions on Chief Report

GOOD OF THE ORDER

Terry Case Thanked Whitney Majors for organizing the Breakfast out at WheatStock. It turned out really great, they would like to see us back next year.

ADJOURNMENT

MOTION: Greg Phillips moved to adjourn the meeting.

SECOND: Terry Case

VOTE: Unanimously Approved 4-0

The meeting was adjourned at 8:22 p.m.

The next meeting will be October 19, 2023, 7:00 p.m. at the Fire Station in Weston.



PRESIDENT

10/19/2023

DATE



EAST UMATILLA FIRE & RESCUE

Carol J. Smith
BOARD SECRETARY

10/19/2023
DATE