***April 7th, 2025***

The ***April 7th, 2025*** meeting of the Board of Directors of the Sweet Home Fire & Ambulance District was called to order at 6:36 p.m. by Board President Dawn Mitchell.

**CALL MEETING TO ORDER**

**Pledge of Allegiance**

**ROLL CALL**

Roll call was taken by Director Charlene Adams. Directors present were Charlene Adams, Larry Johnson, Rob Younger, Jim Yon and Dawn Mitchell. Fire District personnel in attendance were Fire Chief Nick Tyler, Office Assistant Jessica Swenson, Board Recording Secretary Julie Harvey, BC Eli Harris, Wildland Division Chief Christian Whitfield, BC Josh Bondesen, and AIC Ryan Paul. Community member Robert Shamek of the Oregon Jamboree was in attendance.

**READING & APPROVAL OF MINUTES**

Minutes of the **March 18th, 2025 Regular Board Meeting** were presented and reviewed.

**25-13** A motion was made by Director Rob Younger to approve the **March 18th, 2025 Regular Board Meeting** minutes as amended. The motion was seconded by Director Larry Johnson. Directors voting in favor were Dawn Mitchell, Charlene Adams, Larry Johnson, Rob Younger and Jim Yon. There were no directors voting against.

**CORRESPONDENCE**

None

**FIRE CHIEF REPORTS**

**Jamboree - Chief Nick Tyler & Robert Shamek of the Oregon Jamboree:**

\* Looking at historic costs and needs as well as different models of service based on finances and cost of business; maybe more flexible based on year’s need rather than the same package every year

\* Hard to capture accurate historical data partially because the tracking for the district is different for this event, also have used some strategies with dispatching and other areas to make things easier but skews the data

\* The partnership would benefit from looking at roles, services, components

\* Jamboree has reached out for quotes from other potential service providers, fairly costly and will have some hidden costs, want the best for both parties

\* Fire district may want to scale back services inside while maintaining services outside, depending on what the Jamboree finds for costs and availability of other services, surplus ambulances and people main concern

\* Fire district wants to stay in partnership, positive for all, good to be involved and in public view; could work on the public relations angle in the future

\* Last year had first tabletop exercise to simulate and test emergency response plans, might also help pinpoint what roles our district should play

\* Last year, numerous times and large portions of the day when the 3rd and 4th out ambulances were in use, many overlapping incidents

\* Jamboree might be a good time and place to try some true on call personnel

**Wildland Budget & Projects - Chief Nick Tyler & Wildland Div Chief Christian Whitfield:**

\* Question was asked if the Wildland money should be intermingled with our LGIP and with our general budget

\* Auditors confirmed that the Wildland dollars should go in with the LGIP; does not qualify as an enterprise fund

\* Wildland is a division within the General Fund, tracks revenue and expenses so there is data to use for whatever reports needed

\* Largest money generator is the Forest Service money; fund was frozen until recently, two areas of the road are not yet passable but soon

\* Met with 4 people from Oregon Department of Forestry who are in charge of intergovernmental agreements and finances, confirmed can use Clackamas County Fire District’s IGA contract scope of work and mirror that, our crew is top of the list for crews to be ordered, after one year can go to Canada

\* Rates are set, have to add vehicles and chipper on certificate of insurance, getting ready to be able to serve needs in other areas including Canada

\* Work on house slowed down due to revenue freeze, have some potential to split up the work into components that would allow using own personnel and move forward in small steps

\* Did recently receive a payment from the National Forest Federation

**Upcoming Use of Hand Crew on Fuels Mitigation on City Property**

\* Working with the City of Sweet Home on resolving an issue from the agreement for the use of the old city hall

\* New leaders on this agreement may have contributed to the overlooked clause and billing for the district to pay the utility bill; when came to notice the fire district owed $38,360 in utilities

\* Hand crew will work on projects and invoice the city with those amounts to be used as credit towards the outstanding utility bill

\* Will give the hand crews work to do, visibility with the citizens of Sweet Home mitigating fires

**Zelkova / Quarry Park Project & Agreement**

\* North side of the city is vulnerable to fire for multiple reasons, overgrown and a lot of brush as well as intermingled property rights (city versus private)

\* Working around an identified eagle’s nest, stay at least 300 feet away

\* Opportunity to do fuels mitigation, chipper work and burning

\* The total estimated cost of this project for the city was $72,120 but would be discounted to equal the utility bill owed, would achieve goal of a more fire ready area; proposed plan is under review with the city

\* Working with Josh Victor, property adjacent, various plots (intermingled with city and other private owner properties) with different complexities for fuels mitigation and burning to be used for training

\* Grant with Oregon State Fire Marshall which can only go towards seasonal personnel will offset some costs

**Station 23 Seismic Rehab Grant & Project - BC Josh Bondesen:**

\* The CMCG process was approved last month

\* Put out a request for proposal, received four proposals, all came to onsite visit, all turned in on time proposals

\* Scoring committee scored eight different factors: CMCG experience, key personnel experience, overall project understanding, scheduling approach, cost control, fees, references – Gerding (241) and Brockamp & Jaeger (254) were close out of a possible total of 260 points with the latter being the one who completed work on Station 22, other two scored significantly lower

\* Brockamp & Jaeger is recommended as the choice with a $982,00 bid, Gerding was only slightly lower in bid, difference was in recommendations: came in under budget on last project, ZCS is comfortable with, lots of same people and partnerships

\* Should be able to break ground in the next few months

\* Send out an intent to award letter as soon as possible

**25-14** A motion was made by Director Charlene Adams to approve using Brockamp & Jaeger for the general contractor for the Station 23 Seismic Rehab Process as presented. The motion was seconded by Director Larry Johnson. Directors voting in favor were Dawn Mitchell, Charlene Adams, Larry Johnson, Rob Younger and Jim Yon. There were no directors voting against.

\* $35,000 that was raised through efforts by John Marble some time ago was set aside for a rainwater project to use for fire and potable water, rainwater harvesting system to store and filter 25,000 gallons of water

**Ambulance Type 6 Bond Purchase - BC Josh Bondesen:**

\* Must piggyback on a HGAC (non-profit) cooperative procurement or must go out for an RFP, this was not realized in an earlier process

\* Original plan was to use Trunorth Medic units using Sourcewell, but they do not have a cooperative procurement that can be used for the brush rigs

\* Two Medix units and two Type 6’s from Hughes - could be under the HGAC and the timeline would be better (12 months - 18 months), some demo units are already in production, probably purchase one demo and one custom

\* Hughes already does all of our maintenance at Station 13 in Albany

\* One of the Type 6 units can be classified as used, the other one must be under $250,000, a separate proposal for those will be coming soon

\* Medic units from Hughes would be almost identical to our existing units which is a plus as personnel would have familiarity with all our medic units, units would be ordered to be delivered at separate times to assist with replacement timelines in the future

**25-15** A motion was made by Director Charlene Adams to rescind Motion 25-03 made on February 18, 2025, formerly authorizing the purchase of the 2 Demers medic units from Trunorth Medic. The motion was seconded by Director Larry Johnson. Directors voting in favor were Dawn Mitchell, Charlene Adams, Larry Johnson, Rob Younger and Jim Yon. There were no directors voting against.

**25-16** A motion was made by Director Jim Yon to use the HGAC cooperative procurement process to purchase 2 medic units at a maximum of $330,000 each through Hughes as presented. The motion was seconded by Director Rob Younger. Directors voting in favor were Dawn Mitchell, Charlene Adams, Larry Johnson, Rob Younger and Jim Yon. There were no directors voting against.

**Personnel - Chief Nick Tyler:**

\* Working through transition from Julie Mayfield to Jessica Swenson, working together through the pieces

\* Lt Mike Severns moving to Albany Fire, last day is April 20th, opens up a

Lt spot, will be having Chief’s interviews and then an entry level vacancy

\* Board Recording Secretary Julie Harvey received a pay increase

**BOLI & Fair Labor Practice Update - Chief Nick Tyler:**

\* March 28th, 2025, issued a letter concerning case DPENDP23011-40003 – case has been closed

\* Fair Labor Practice Case in round three and might go to possibly four of testimony

\* Federal lawsuit is still pending, motion to dismiss from us was last move

**GEMT Update - Chief Nick Tyler:**

\* Received another payment for CCO of $155,928

\* Have been some other smaller payments

**Handheld Radios - Chief Nick Tyler & Wildland Div Chief Christian Whitfield:**

\* $180,000 AFG grant money went towards new handheld radios: single bands for most positions, BC’s have the triband radios for extended coverage in remote areas, Wildland Division Chief Christian trained everyone on their use

\* Had one at wreck last week up near mile post 45 on Highway 20 and the reception was very clear

\* In process of getting the radios installed into all of the physical places

**OFFICERS REPORTS**

**Building Maintenance - BC Josh Bondesen:**

\* Lt Jared Ritchie doing a great job fixing some long standing issues, has a lot of things out for bids

\* Generator from OHA should be finishing up April 15th; currently on back up generator, electrical will finish up tomorrow, dual fuel unit needs an updated meter from NW Natural and work from Mike’s Heating and Air

**EMS Officer - Chief Nick Tyler:**

\* Shift training was Cardiology

\* EMS drill will be Burns with an outside instructor from the Burn Center

\* Charting – changing to a third billing service, address uploading face sheets

\* EMS Certification this year – everyone finished, with lots of in-house training can usually find the hours pretty easily

\* Ongoing issues with the Lifepack on one of the medic units, big ticket item

\* Crew 21 hosted an informational meeting about defensible space on March 31st, 2025; seven outside guests, four follow-ups, one to potentially use grant dollars to provide some service

**Fire Training - BC Eli Harris:**

**Between 3/1/2025 - 4/1/2025 crews completed:**

\* 75 hours of online

\* 216 hours dedicated to drills (one ops meeting hosted)

\* 157 hours on shift training (forcible entry prop for ten days)

\* 64 hours of outside training or Fire Corp (ICS 400, one fire academy)

Total = 512 plus hours of training

**Vehicle Maintenance & Equipment:**

\* No additional report

**R & R and Public Interactions - AIC Ryan Paul:**

\* Forcible Entry Trailer here about ten days, lots of repetition, all shifts were able to go through lots of times

\* Spring Academy started Saturday, nine of our people going through, going well

\* Instructor 1 coming to an end with fourteen students, six completely done and are ready for certification, the rest will do a task sign off soon

\* Countywide Ropes training, four people went, eight hour day

\* Apparatus Operator training will be June 7 & 8 and then June 21& 22, 2025; Casey Topp will be the instructor assisted by Tommy Burke and John Sims

\* Car Fire Prop June 5th

\* Ventilation Prop in September

\* Flammable Liquids & Gas in November

\* Three new part timers starting shortly, last one to do physical tomorrow

**Ambulance Collections - Asst to the Chief Julie Mayfield:**

\* No report

**Association President - Lt Jared Richie:**

\* No report

**FIRE DISTRICT PATRONS & PERSONNEL**

Procedural statement read by President Dawn Mitchell.

\* None

**OLD BUSINESS**

\* None

**NEW BUSINESS**

\* None

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Directors will be at 6:30 p.m.,

Tuesday, May 20th, 2025.

The Board of Directors regular meeting was adjourned by President Dawn Mitchell at 8:08 PM.

Submitted by,

Charlene Adams, Secretary/Treasurer

jh