

**GILLIAM COUNTY FIRE SERVICES
MEETING MINUTES – MARCH 5, 2020**

The meeting was called to order at 9:34 am by chairman Donald Jamieson. Other members present were Gary Bettencourt, Bobby Christensen and Roger Lyda.

Guests: Fire Services Coordinators Laci Olsen, and Shannon Coppock.

Public Comment: None

Minutes: It was moved by Roger Lyda and seconded by Bobby Christensen to approve the September 23, 2019 minutes as presented. Motion carried unanimously.

Financial Report: Gary Bettencourt made a motion to accept the financials through February 26, 2020, as presented. Roger Lyda seconded the motion. The motion carried unanimously.

Budget: 2020-2021 Budget: Shannon Coppock presented the comparative financials including the proposed budget for 2020-2021 fiscal year. Gary Bettencourt would like the cities and districts separated in the comparative financials to indicate the specific cities and districts contribution. Donald Jamieson would like to have the previous years budget on the comparative financials in the future. A discussion was held about the increase in training, publishing and printing, and audit costs.

Gary Bettencourt made a motion to increase the salary for Laci Olsen, beginning July 1, 2020, by 5%. This increase includes the cost of living increase. Roger Lyda seconded the motion.

Gary Bettencourt moved to accept the proposed 20/21 budget as presented. Bobby Christiansen seconded the motion. The motion carried unanimously.

Unfinished Business:

1. Medical insurance cost comparison was presented to the board. WHA was able to compare different insurance companies, including CIS. CIS was the lowest rates of the available insurance plans. Gary Bettencourt made a motion to continue with CIS insurance, but make the change back to the 250\$ plan for 20/21 fiscal year. Roger Lyda seconded the motion. A discussion was held about a set contribution for medical insurance for the fire services coordinator position and it was decided that this will be discussed annually.
2. A discussion was held about the pension contribution and it was decided to leave pension at 3% contribution.
3. A discussion was held about the animal designs on the outside of the fire safety house. The board would like the fire services coordinator to decide what will happen with the designs after the siding is replaced.
4. Gary Bettencourt gave an update on the MOA between the county, cities and fire districts. It is currently at the attorney getting updated. A draft will be presented at the next meeting.

New Business:

1. Laci Olsen's 6 month review was presented and the board is pleased with the results.
2. Laci Olsen presented the coordinators report as follows:

Coordinator Report March 5, 2020

Calls

- a. 2019 North Gilliam County RFPD responded to 81 calls
 - 23-Motor vehicle crashes
 - 14-Motor vehicle crash stand-down or UTLs
 - 16- Brush fires
 - 7- Vehicle Fires
 - 7- Medical Assist
 - 6- Brush Fire False call/UTL
 - 6- Fire Protection Alarms
 - 1-Fire
 - 1-Small Fuel Spill
- b. In 2019 South Gilliam County RFPD responded to 32 calls
 - 11-outside fires including haystack and trash fires
 - 8-Motor vehicle crashes
 - 5-stand downs/wrong location/unable to locate
 - 3-vehicle fires
 - 3-fire alarm malfunction false calls
 - 1-Search and rescue
 - 1-propane smell investigation

Grants/Funding-

North Gilliam County RFPD received \$2,000 from Avangrid's Community Sponsorship.

I have begun the process of the Assistance to Firefighters Grant through FEMA. I am currently waiting my registration with SAM.gov to go through. I had to get a notarized authorization to be the entity administrator. Once they receive it, I have to wait 10 days for processing. I also had to get a DUNS number for South Gilliam because the one that had been used belonged to the county. Unfortunately, this won't leave enough time to meet the deadline for applying this year, but I will be better prepared next year.

My plan with the AFG grant is to apply for new SCBAs for North and South Gilliam County. North Gilliam's SCBAs are from 1993 and do not have integrated PASS (Personal Alert Safety system) or RIT connection capability. South Gilliam's are slightly newer at 1998, and while they do have an integrated PASS device, they do not have RIT connection capability.

South Gilliam County RFPD received their grant for \$2,000 for thermal imaging cameras from Northwest Farm Credit Services. North Gilliam County RFPD purchased

some of the same thermal imagers as well, and by combining the orders we received a fourth camera for South Gilliam for just the cost of shipping.

I will be applying for the Volunteer Fire Assistance grant through ODF for South Gilliam to cover the cost of the paint job on the M1078 brush truck and also a couple sets of turnouts. The nice thing about this grant is that we can match funding with training hours.

Chief Smith and I would like find funding to replace our turnouts at South Gilliam County RFPD. The lifespan of a set of turnouts is 10 years due to UV breakdown and in our case sitting openly in the bay exposed to exhaust fumes. We are at 17 years of age with City of Condon's turnouts. We are looking at applying for the special projects grant, and also continue our fundraising efforts. At minimum, our goal is to get a 2 per year replacement, which would allow us to continually keep our firefighters in current gear, while giving our new trainees more size options by having the retired turnouts available to use through training.

Personnel

- a. **North Gilliam County RFPD has 15 Volunteers.** Our volunteers that joined last summer remain consistent in attending training and are regular responders to calls. They are eager to learn and always open to learning opportunities.
- b. **South Gilliam County RFPD has 25 volunteers on the roster.** Since our last meeting we have had 3 new volunteers join, and 1 previous volunteer return. Training night attendance is still high and everyone is eager to participate.

At both districts, during the day, call response number are low but not abnormal. In fact, it has increased at North Gilliam. I feel it is expected with everyone having full time jobs and most unable to leave during work hours.

Training

- a. **North Gilliam County RFPD** – A goal of mine was to get North Gilliam County RFPD on a consistent training schedule. By switching to Tuesdays, it has become more predictable and easier to schedule upcoming trainings. We are holding monthly safety meetings and this allows us to train on OSHA required topics as well- like fire extinguishers, Blood Borne Pathogens, Hazmat Awareness, MSDS, etc.

I have put a great deal of focus on engine operations for structure response. For example, taking a hydrant, forward lay, pulling hose, charging line, putting up ladders, etc. While not many of the volunteers are interested in being an interior structural firefighter, they have the desire to help. This paid off tremendously at the shop fire at waste management. Only 2 of us were structural firefighters, but having the other personnel know how to run the engine, and take a hydrant made a major difference.

The last month we have been working on getting the new engine into service and learning how it operates. Our plan is to have it in service next Tuesday. We are still waiting for some tools and shelving but we should be able to use it.

Shannon Thompson was unable to finish the FF1 academy in Hermiston. Kevin Olsen, however will be completing his FF1 academy on the weekend of March 14 & 15.

- b. South Gilliam County RFPD-** As requested by Chief Smith and the firefighters, we have put a lot of focus on hands on training. Working mostly on FF1 skills and being able to run the trucks. Through the holidays, and with Fall Festival and Public Safety night we weren't able to have training every week. DPSSTs regional training coordinator Michael Bozeman has been out to teach a ladders class, and Mayday classroom and practical night.

We have had one person finish their FF1 academy that was put on by Shannon Coppock, and one more close behind. There are a few others that have many tests to still coordinate taking. I would like to see, at a minimum, these folks finish their testing to at least an entry level firefighter by the end of the year.

Dustan Hall taught an IS 100 class. Most of the volunteers do not have their FEMA IS 100 200 or 700. This is a requirement and our ability to get a FEMA grant will rely on them finishing these classes. They are available online as well.

Lieutenant Aamodt will attend the Farmedic Class on March 14 & 15 in Sherman County. Three of the newer volunteers will also attend the S-190 and S-130 Wildland Class offered in Boardman April 24-26. There is rumor that the NWCG is going to pull their self-paced training for S-190 and S-130 and require a classroom class in the future. On March 14 & 15 Chief Smith and I will go to Hermiston and complete our skills assessment for our state level Firefighter 1 certification. This will allow us to do the certification process in house in the future.

- c. Both Fire districts-** The Hermiston Hazmat team is teaching NFPA Hazmat Operations Class on April 4 & 5 in Condon. We will also have an NFPA Extrication weekend with Chris Mills on April 18 & 19. Chris Mills is an extrication specialist with Tualatin Valley Fire and Rescue. He travels all around Oregon teaching extrication classes, and is a highly sought-after instructor. He normally charges \$1,000 per day but has offered to come teach ours for \$300/day, lodging and travel. As reflected by the year totals above, our MVC call numbers are increasing, and I feel it is incredibly important to get as many people trained in extrication on a regular basis. Finally, the first week in May Scott Macintyre from the National Forest Service has offered to come teach a week long wildland fire investigation class.
- d. Community-** Marvin Vetter, with Oregon Department of Forestry, is teaching a Basic Wildland Fire class March 7 & 8 for the entire county. This is geared toward farmers, landowners, and community members. He teaches this class to Rangeland Fire Protection Districts all around Oregon.

- e. Coordinator Continuing Education-**

I am always trying to learn new things to better serve and teach our community. Since September, I have been attending the OTFTAs FF1 academy in my own time, for their monthly skills weekends. This has been a tremendous opportunity and has

been well worth the time investment. I am not only learning new/different techniques, but learning more techniques for teaching.

I am signed up for the Oregon Volunteer Firefighters Conference June 3-6 paid for by North Gilliam County RFPD. I will take a two-day Safety Officer course and the Five Alarm Leadership class which designed to help energize and motivate the people the departments to perform and excel in everything they do.

I have been invited, and plan to join in Boardman's FF2 academy coming up this spring as well. My current personal goals are to be qualified as a single engine resource boss for Wildland Firefighting, which I need the S-131 and S-230 class. Also, I would like to have at least FF2 and Fire Officer 1 training for Structural Firefighting (typically these are prerequisites to being a safety officer). I just saw that the Spring School at DPSST is offering an Instructor 2 class that I would like to go to as well. This will allow me to create my own DPSST & NFPA approved training programs. The nice thing about DPSST training is that it is FREE for the classes and lodging.

Districts-

I began working on getting both fire districts compliant with OSHA's respiratory requirements for structural firefighters. This included all personnel using an SCBA completing a mask fit test and being assigned that mask. This will be required annually, Boardman RFPD has allowed us to borrow theirs for this purpose free of charge. Everyone using an SCBA must complete a medical questionnaire to get clearance to use an SCBA. At South Gilliam everyone that will use an SCBA has completed this process and been assigned masks. North Gilliam is still waiting on a few people to get their medical questionnaires finished, but they will not have an SCBA mask to use until this process is complete.

Finally, it is required to have a written respiratory protection plan (RPP) in place, which has not been the case. I prepared the RPP for both districts and North Gilliam adopted it as policy at last month's meeting. South Gilliam County RFPD requested some changes, but plan to adopt it this month as a policy as well.

Through this process I have found documentation needs to be either created or updated and adopted by the districts to meet OSHA's minimum requirements outlined in Oregon Administrative Rules 437, Division 2, subdivision L (Fire Protection). These are: An Organizational Statement, Hazardous Material Response Plan, Training policy, Hazardous Communications (SDS) Plan, Annual Skills/physical ability assessment procedure/expectation, Written procedure for incident management and personnel accountability systems, and a written procedure for vehicle inspections and maintenance expectations.

This month I have made MSDS books for both districts and will present the hazard communication plan. I would like all of these to be approved by the end of 2020. I will continue to work on completing these and presenting my drafts to the districts each month until we are updated and compliant.

FEPP/FPP –

I renewed our FEPP/FPP agreement with ODF for North Gilliam County RFPD in hopes we could get some vehicles through them in the future. I submitted a “wants and needs list” and they will let me know when something on that list is available.

At South Gilliam County the M1078 is back from paint after almost 2 months. We still need to paint the frame and equipment housings behind the cab (they wanted an extra \$1500 for that) We will be working on a personnel platform behind the cab and get the plumbing, pump and control panel set up in the next couple months. We want to have it in service before fire season.

3. Laci Olsen would like to take some vacation time the last week of May and asked if that would be ok. The board said they do not need to give approval for vacation time, but to let Gary Bettencourt and the Fire Chiefs know that she will be on vacation.
4. Gary Bettencourt would like to go back on a rotation of board officers, following the layout presented in the agenda. Gary Bettencourt, Bobby Christiansen, Larry Eubanks, Roger Lyda, Donald Jamieson. Donald Jamieson made a motion to elect Gary Bettencourt as the board chairman and Bobby Christiansen as the vice chairman for the fiscal year 20/21. Bobby Christiansen seconded the motion.

Next meeting September 2020

The meeting adjourned at 11:00 a.m.

Respectfully Submitted

Laci Olsen, Gilliam County Fire Services Coordinator