

# Helix Rural Fire Protection District Board Meeting

Dated: August 28th, 2017



**Attendance:** Mark Mathews Glen Tipton Terry Case  
Mitch Pankratz Chrys Wernlund Dave Baty

**Guests:** Virginia Blakelock, Gary Betts \_\_\_\_\_

**Called to Order:** 7:05 PM by Chrys

**Accept Previous Minutes:** Mtn to Accept: Chrys  
2<sup>nd</sup> to Accept: Glen  
Approved: All

**Accept June 2017 Amend Minutes:** Mtn to Accept: Chrys  
2<sup>nd</sup> to Accept: Terry  
Approved: All

**Treasurer Report / Bills:** Mtn to Accept: Chrys  
2<sup>nd</sup> to Accept: Glen  
Approved: All (As to be amended)

(The Profit and Loss report was missing the last portion of it. There was a recommendation by Terry to change the lay out of the Check Detail and Deposit Detail to clearly separate the regular checking account from the State Pool account)

**Chief's Reports:** Received - Attached hereto

## **Old Business:**

1. Fire District Designations-Legal Council: Chrys contacted George with SDAO and he said that the district did not have to list an attorney at this time. If we need legal council, we can decide at that time who to use.

2. Appreciation BBQ: There was a good turn out for the BBQ. Chryst was grateful for those from the East Umatilla County RFPD and the East Umatilla County Health District boards and services who came. Next year we will need to think of a different time, to reduce the conflicts.

### **New Business:**

1. State Pool Account: We discussed the designation of persons able to transfer from the State Pool Account to the working checking account. The State Pool Account is the account the tax revenue for the district is deposited into. The board designated that Dave Baty (Chief), Sarah Sparks (Bookkeeper), and Terry Case (Treasurer) will be able to transfer funds.
2. New Engine: the new structure engine has been delivered and tested. The pump on the engine is very strong. It was taken over to Weston and tested. It puts out 580 GPM at 250 PSI. Clackamas Fire Department left a ladder and some other equipment on the truck for our district. Dave Baty had a list of the equipment needed to outfit the cab of the new engine. A couple of important items discussed were a Thermal Imaging Camera (TIC) and an air monitor. Dave Baty is deciding on what hoses we need for the new engine. We will discuss this at a later meeting.
3. Trucks to be liquidated: We discussed where we were at with liquidating the surplus trucks. We need to get all of the decals off of the trucks and then we can list them on the auction web site. The two Humvees will be going back to Oregon Department of Forestry, but they are currently busy fighting fires throughout the state. Will work with them when things calm down.
4. Chief Baty stated that with the trucks the district has now, it will make us an excellent district.
5. Community Service for Pat Thompson: Pat Thompson has been directed to do community service and has asked to do part of it with the Helix RFPD. He would not be able to drive the trucks and would need someone to do that. He would wash trucks, cut weeds, clean the station. Decided to allow him to do his service under the supervision of David Wernlund or another district personnel. A motion was made by Glen and was seconded by Terry. Motion passed.
6. Projects that have been started and need to be finished: The Rock garden on the West side of Station 1. We have the weed barrier and will need to get rock. Glen may have Pat help get the rock to finish. The training room in the maintenance shop needs to be finished. There is a \$5000.00 grant through Home Depot that Chryst is going to look into which would help provide material.
7. Discussed whether we should put water back into Station 1. Several years ago, Chief Matt Benedict decide to take the water out of the station. It would be nice to have in the station. Glen is going to approach the City Council about the issue of the cost of a water meter.
8. Went over the Fire Chief's report: Dave Wernlund and Dusty Lindsay helped with the Kirk Rd fire in Weston and were a great help. The water tank has been set on Myrick Rd. and we are trying to make the needed repair. The week of September 18th the dump chute and portable tank will be installed on Tender 71.

Meeting Adjourned: by Chrys Wernlund Time: 8:32 PM  
New Meeting Scheduled for: 9-25-2017 Time: 7:00 PM

Terry Case  
Secretary/Treasurer

# Helix RFPD

## Chief's Report for August 2017

Fire Calls = 2    Medical Assist = 0    MVA's = 0

Unauthorized burn = 2

### Fire Update

Helix RFPD assisted EUCRFPD in a major fire event on August 9, 2017. Fire Cause and Determination has not been finalized at this writing, however it is believed **four separate fires** were started on Wednesday, August 8<sup>th</sup> from MP 1.5 on Winn Road to appx MP 3 and MP 4 on HWY 204. In a tremendous example of cooperation and stewardship, local ranchers and other concerned citizens assisted the Initial Attack crew from EUCRFPD (one type six engine with two on board).

### Training/Activity Participation Update

Pumper/Operator class - Milton-Freewater in September. There is a class being offered *at no cost to the district* on September 9-10 and 23-24. For anyone who wants to efficiently/effectively operate the new engine, I recommend this local and FREE class. This is as good as it gets! The class is being instructed by DPSST Lt. Dave Jensen.

The training schedule remains as it has with no changes. However, with fewer participation hours comes a greater challenge for each member to remain legally eligible (legal to the district) to simply fight fire. A 60 hour annual minimum is a very modest amount of hours for each member to maintain their skills and certifications. These hours can be accomplished through:

- 1) Service delivery (responding on 911 calls for service)
- 2) Traditional Fire classes
- 3) District training events (drill nights)
- 4) Computer based training (Action Training Systems)
- 5) Station cleaning, vehicle operator maintenance, other service delivery related projects that contain a training component.

It is worthy of repeating the thanks I have toward Dusty Lindsey and Dave Wernlund. They each gave their time to respond with T-71 to the Kirk Rd Fire on August 9th. There were only two units from EUCRFPD and HRFPD that responded to the fire. No one else was available.

## Maintenance update

**T-71 upgrades:** Since the contractor was unable to get the work done on the Tender until after area Harvest operations began, we decided to delay the work until the week after Round-Up. The Tender is simply too vital a part of our service delivery mission to take it out of service for two (or more) days during harvest. The contractor stated he has blocked out the week of September 18<sup>th</sup> to complete the work.

Wheel chocks have arrived and will be placed on the units they were purchased for. We will be re-purposing some chocks if we can safely designate them for use on other vehicles.

**On August 1, 2017, we began a schedule of preventive maintenance** to be completed on HRFPD apparatus on a monthly basis. A flow sheet was made for each “line response” apparatus to aid in the completion and consistency of the monthly checks (see the three ring binders). This is consistent with the check lists used by the district as far back as 2010. These inspections will continue to be monitored and the idea of vehicles being “mechanically ready to perform” is a responsibility the entire volunteer staff should remain connected to. These inspections will identify repairs or deficiencies. This program will be in constant review so the benefit of monthly vehicle checking will extend to as many volunteers as possible. Scheduling the repair or corrections at the appropriate level (operator level, maintenance technician level or other local vendor) will be another benefit of this program. The Helix RFPD maintenance person (Lt. Dave Wernlund) must be made aware of any maintenance issues to allow info sharing with local staff and volunteers; or possible local repair resources.

**The American LaFrance Engine has arrived.** Many thanks to Jorge Cisneros, Mark Woolbright and Bill Boyd for traveling to Clackamas and bringing the engine back on August 17. Jorge and Mark are volunteers who were “on the clock” ... however; as a salaried employee working for the benefit of his employer; Bill Boyd was not. We are in the process of getting the engine put into service for the district. While some costs will be unavoidable, we are doing our best to re-purpose equipment the district owns. Also, we are pump testing the engine prior to moving equipment onto this engine. **ON ANOTHER NOTE:** There are many items currently NOT on Engine 71 that really should be there (see the note of suggested equipment) the structural Authorization for purchasing needed items will be within the guidelines set forth by the Board.

**The 10,000 gallon water tank** at the intersection of Myrick road and Hwy 334 has been placed, but still needs minor repair attention. We were recommended to use “JB weld” and this failed. While we are trying other remedies, I am prioritizing hours toward getting the American La France engine in service, at this time. In fact, getting our Helix and EUCRFPD volunteers trained to operate the engine; getting it in service and “on line” is my number 1 priority.

## Budget update

The State of Oregon Treasury Department Local Government Investment Pool Business systems renewal was completed this month. This was mandated to be completed by the district, and designates who transfers funds and into what fund accounts. (EUCRFPD is doing the same thing)

The financials for HRFPD remain in good condition. (Please see the included budget report)

The State of Oregon Investment pool has asked for their annual confirmation of those people designated for transfer of funds. For the sake of work efficiency, it is suggested that Sarah Sparks and Dave Baty be included on the list of contact persons with authority to transfer

funds from the State Pool to the local Columbia River district bank account. As a reminder, the names of the persons who are designated must be included in the minutes, and the minutes be forwarded to the State Treasury. When the minutes are completed, we will forward the entire packet.

Monthly IGA for Chief, training, maintenance and accounting services = \$1408.00

All encumbered invoices will be paid as up-to-date as possible, including the sole monthly stipend for Dave Wernlund.

## **Mission Statement for Helix RFPD**

The mission of the Helix Rural Fire Protection District is to minimize loss of life, property and the environment in the Helix Rural Fire Protection District. from fires, natural disasters, life threatening situations and to assist other emergency agencies.

We will achieve this mission through professional /progressive training and fire education while providing a first class service to our customers.

## **Vision Statement for Helix RFPD**

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression activities, rescue services, and quality fire/safety education to the public. We strive to offer the best available education and training to our members.

We are committed to providing an environment which fosters teamwork among members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

Engine 71 currently has these items:

Maps, Clipboards, Officer SCBA, EMS gloves

Engine 71 NEEDS:

Binoculars\$, disposable camera\$, water map\$, references (DOT guidebook, wildland IC organizer, IRPG)\$ extra batteries\$, TIC\$\$\$\$, air monitor\$\$\$, flashlights\$\$, roadway safety vests, flares/cones\$\$, burn permit/information brochures\$, passport badges\$, command board with grease pencil\$, phone card with numbers\$, note pad with pens/pencils\$

Jump Seats have: SCBA with Masks.

Jump Seat NEEDS:

Flashlights, masks removed and replaced with individual issued masks.

Is this equipment required? Absolutely not.

\$ = less than 100.00

\$\$ = more than 100.00

\$\$\$ = more than 500.00