



Yamhill Fire Protection District
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Serving the people of the Yamhill Fire Protection District since 1896

Script & Guidelines for April 13, 2020 Fire Board Meeting

1. Call to Order

Good evening, this is Jim Phillips, President of the Yamhill Fire Protection District Board of Directors. It is currently 7:30pm on April 13, 2020 and the Board of Directors April 13, 2020 Board meeting is now in session.

2. Meeting Facilitation Protocols

Hello, this is Brian Jensen, Fire Chief of the Yamhill Fire Protection District. Before we begin the bulk of our agenda, I would like to take some time to cover a few preliminary items.

Confirming Member Access

First, please permit me to officially confirm that all directors, and staff are present and can hear me.

Directors, when I call your name, please respond in the affirmative.

President James Phillips - Present
Vice President Jon Peasley - Present
Secretary Joe Tavera - Present
Treasurer Clint Giberson - Present
Director Paul VanDeGrift - Present

Thank you. We have a quorum

Staff, when I call your name, please respond in the affirmative

State each staff member name and pause for confirmation

Fire Chief Brian Jensen
Assistant Fire Chief Trampas Bergstrom

Thank you

Introduction to Remote Meeting

This Board meeting is being conducted remotely in order to mitigate the transmission of the novel coronavirus and reduce risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings.

Oregon Public Meeting Law allows public bodies to meet entirely remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Technical Difficulties

Chief Jensen is facilitating the technical side of this meeting today. If at any time you experience technical difficulties, please call Chief Jensen at 503-680-8022 and I will assist you in reconnecting to the meeting.

If at any time a director or staff loses connection with the meeting, the meeting will be paused until they have reconnected.

I will be signaling the need to pause if we do have a technical difficulty.

Recording and Participation

Please note that this Board Meeting is being recorded and that some attendees are participating by video conference.

Accordingly, please be aware that others may be able to see you and take care not to accidentally "screen share" your computer. Anything that you broadcast may be captured by the recording.

Materials

All supporting materials that have been provided to members of this body are now available on the District's website unless otherwise noted. The public is encouraged to follow along using the posted agenda.

Meeting Business Ground Rules

Now, I will cover some of the ground rules for effective and clear conduct of our business meeting and to ensure accurate minutes.

President Phillips will introduce each speaker on the agenda. After they conclude their presentation, President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called.

Further, please remember to speak clearly and in a way that helps generate accurate minutes and please remember to mute your phone or computer when you are not speaking.

If members wish to engage in discussion with other members, please do so through the President, taking care to identify yourself.

Finally, each vote taken in this meeting will be conducted by roll call vote. If a vote is required, please say your name to make a motion and wait for President Phillips to call on you before stating your name and making the motion. Repeat this process for the second. President Phillips will then request for Secretary Joe Tavera to conduct a roll call vote. Please wait until your name has been called to make your vote: aye, nay, or abstaining.

3. Public Comment (Jim Phillips takes over Facilitation Here)

We are now beginning the third item on the agenda: Public Comment.

Even if members of the public do not provide comment, participants are hereby advised that people may be listening who do not provide comment and that those persons are not required to identify themselves.

Chief Jensen, can you tell if there are any members of the public in attendance at this time.

President Phillips – There is no public in attendance, and we have received no written public comments.

Thank you.

4. Board Minutes

Moving to the fourth item on the agenda, has the Board Directors reviewed the March 9, 2020 Board minutes?

Does any Board Director have any additions or corrections to the presented minutes?

President Phillips will call for a vote,

Motion: Paul VanDeGrift moved to accept the March 9, 2020 Board Meeting minutes as presented, second by Joe Tavera

President Phillips will call for a vote,

Phillips – aye
Giberson – aye

Peasley – aye
VanDeGrift –aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

5. Financial Report

Moving to the fifth item on the agenda, Clint Giberson will present the Financial Report.

Does any Board Director have any questions regarding the Financial Report?

President Phillips will call for a vote,

Motion: Paul VanDeGrift moved to accept the financial report as presented with a second by Clint Giberson.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift –aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

6. Chief Jensen Report

Chief Jensen added to his printed report that he had just received an email from legal, that Travelers Insurance would be issuing the \$15,000 check any day now.

The other added item is the Security Camera's outside of the station. We have learned that these will require us to use an electrician to install these. The cost is between \$8,000 and \$10,000, if chief Bergstrom and I helps the electrician (Blue Line) to reduce the cost. I would recommend using the budgeted Capital Improvement line item to complete this project. The recommendation from the directors was to move forward and get this project completed.

7. Chief Bergstrom Report

Chief Bergstrom had nothing to add to his printed report.

8. Old Business

Moving to item eight, does any of the Board of Directors have anything for Old Business?

Hearing none we will move on to item nine "A"

9. New Business

a. Fuel Contract with Bretthauer Oil

I will now ask Chief Jensen to review the Bretthauer Oil Contract.

President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. No comments.

President Phillips will call for a motion,

Motion: Clint Giberson moved to accept the Bretthauer Fuel Contract as presented and authorize Chief Jensen to sign it, second by Paul VanDeGrift.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

Moving to item 9 "B"

b. Emergency Resolution 19-20-04

I will now ask Chief Jensen to review the Emergency Resolution 19-20-04.

President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. No comments

President Phillips will call for a motion,

Motion: Clint Giberson moved to accept Resolution 19-20-04 as presented, second by Paul VanDeGrift.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

Moving on to item 9 “C”

c. A&E Contract for Key Fob Upgrade

I will now ask Chief Jensen to review the A&E Contract. This is to upgrade the current Koy Fob system. Current software for operating the system is outdated and no longer supported. The company is offering a 50% discount if we upgrade.

President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called.

Directors commented that it needed to be done and we should do it now during the offer discount. The Board's recommendation was for Chief Jensen to move forward with the upgrade.

President Phillips will call for a motion,

Motion: Joe Tavera moved to accept the A&E Upgrade Proposal and authorize Chief Jensen to sign and move forward, second by Clint Giberson.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

Moving on to item 9 “D”

d. Resolution 19-20-05 Surplus Equipment

I will now ask Chief Jensen to review Resolution 19-20-05 Surplus Equipment.

Chief Jensen reviewed that this is equipment that we do not use anymore do to receiving new updated equipment from some grants or items that had been donated to the District by other Fire Districts

President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called.

Board comments were to move forward with the Resolution as presented.

President Phillips will call for a motion,

Motion: Clint Giberson moved to accept Resolution 19-20-05 as presented, second by Jon Peasley.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

Moving on to item 10

10. Committee Reports

a. Safety Report – Chief Bergstrom

I will now ask Chief Bergstrom to review the Safety Report.

Chief Bergstrom stated that we haven't had a formal safety meeting but did have a volunteer zoom meeting and have been providing updated information to the volunteers regarding COVID-19.

President Phillips will go down the line of directors, and staff; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called.

11. Good of the Order

a. Fire Board Meeting May 11, 2020 at 7:30 pm

12. Announcements

- a. **Budget Committee Meeting April 28, 2020 @ 7:00pm by remote.**

Moving to item 13 Adjournment

13. Adjournment

President Phillips will call for a motion to adjourn,

Motion: Clint Giberson moved to adjourn, second by Joe Tavera.

President Phillips will call for a vote,

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Tavera – aye

Motion passed 5 ayes and 0 nays.

It is currently 08:00 pm on April 13, 2020 and the Board of Directors board meeting is now adjourned.