



YAMHILL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

275 South Olive, Yamhill, OR 97148

August 10, 2026, 6:00 PM

1. Call to Order - Pledge of Allegiance - Roll Call
2. Public Comment on Agenda Items (limited to 3 minutes per speaker)
3. Approval of previous meeting minutes:
 - a. Any meeting minutes that need to be approved
4. Approval of Financials: Monthly Expenses, Deposits, & Yr. Profit & Loss –July 10, 2026
5. Fire Chief Report & Asst. FC Reports
6. Old Business
 - a. Fire Chief Section Process
7. New Business
 - a. District Credit Cards
 - b. Purchasing Policy
 - c. RFP Apparatus and Equipment Maintenance & Repair Services.
 - d. Draft Finance Job Description as per approved 2026-2027 Budget
 - e. District fraud case insurance status
 - f. District Payroll Policy Draft and updated timecard policy
 - g. New Items to be declared as surplus
 - h. New fan purchase from Capital Levy Fund
8. Committee Reports
 - a. Safety Committee Report
 - b. Strategic Plan
9. Topic Following the Preparation of the Agenda
10. Public Comments (total time allotted for all comments is 15 minutes)
11. Good of the Order
 - a. Board Member Comments
 - b. Next Meeting September 14, 2026, 6:00pm

12. Adjourning and moving into Executive Session:

* ORS 192.660(2) The governing body of a public body may hold an executive session:

(b) To consider the dismissal or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Yamhill Fire Protection District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/86311988874?pwd=rrqr5F1HaTixFaPabQHOkR975zMnXC.1>

Meeting ID: 863 1198 8874

Passcode: 159001



Chief Report

August 10, 2026

APPARATUS

All district apparatus has been moved to the main station from the Flying M substation. WT 41 is in the shop with a hole in the steel water tank. We hope to have it back in-service on August 10, 2026.

FACILITY

- The summer employees repainted the door trim on apparatus doors 1 and 2. The tent is mostly empty we only have the steel siding left to move out and will need a forklift to do that. We want to facilitate the removal of the old tent structure.

ACTIVITIES

- The Derby Days event went great we had multiple kid actives set up and handed out lots of fire prevention materials to everyone who came by our table.
- Sadly, we will be involved with the celebration of life for Jim Phillips. We will be assisting with the setting up at Beulah Park and the procession.
- The district took flowers to the Jon Peasley family and expressed our condolences.
- National Night Out with Cops was postponed until August 11, 2026. We anticipate having some fun activities for the kids. We will be looking for new members at the same time.

STAFFING UPDATES

- Current number of Volunteers/ staff = 27
- We have been keeping our two people here 6 days a week for 10 hours. We have missed a few hours here and there we are keeping the station staffed.
- Yamhill fire has been out three times this year on state mobilizations. We are not out right now. We are taking this time to deep clean and do repairs. We are ready to go when next called.

RESPONSES

Current number of calls for 2026: 316 In district = 267 Out of district = 49

July 2026 total: 57 2025 total: 44 2024 total: 53

Year to date call attendance spreadsheet attached.

Yamhill Fire Protection District -Previous 12 month responses

Position	DPSST #	Personnel	Jul-26	Jun-26	May-26	25-Apr	26-Mar	26-Feb	26-Jan	25-Dec	Nov-25	25-Oct	Sep-25	Aug-25	Jul-25	July 2025-July 2026
Probationary FF			2-injured	2-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured	O-injured
P/O	46093	Alberado, Elli	1	1	0	1	0	2	0	13	0	1	X	X	X	3 Alberado, Elli
FF	21663	Ancalade, Darci	5	20	5	8	0	1	0	1	0	0	1	0	0	19 Ancalade, Darci
FF/ EMT	45835	Badden, Michael	0	0	0	0	0	0	0	16	0	0	X	X	X	40 Badden, Michael
FF/ EMT	44275	Bartlett, Mason	0	2	0	0	0	0	2	1	0	0	0	1	1	24 Bartlett, Mason
FF/ EMT	17874	Davis, Wade	14	19	5-light duty	7-light duty	0	3	1	1	6	X	X	X	X	17 Davis, Wade
Asst. Chief	45326	Featherston, Annie	29	30	25	19	7	13	24	27	14	8	7	1	2	104 Featherston, Annie
FF/ EMT	11017	Featherston, Chris	2	0	0	3	1	2	0	12	0	0	0	0	1	322 Featherston, Chris
FF/ EMT	21261	Hedin, Seth	1	0	2	0	0	0	0	0	1	0	0	1	0	21 Hedin, Seth
EMR	24250	Jensen, Esther	4	4	1-light duty	1-light duty	0	2	3	2	2	3	2	0	1	13 Jensen, Esther
Lt.	24249	Jensen, Marci	7	1	0	2	1	3	2	0	0	0	0	0	4	42 Jensen, Marci
FF	12462	Landauer, Robert	1	0	0	0	0	1	0	1	0	0	0	0	1	21 Landauer, Robert
YPD		Livingston, Christopher	0	0	0	0	0	0	0	0	0	0	0	0	0	3 Livingston, Christopher
Firefighter/ Chaplain	35183	Moore, Joseph	13	12	8	14	6	13	13	23	21	15	8	16	11	173 Pine, Austin
FF/ EMT Assoc Pres	37732	Pine, Austin	4	4	3	4	0	0	0	2	0	3	0	5	4	36 Salter, Bradley
Lt.	30944	Salter, Bradley	1	2	X	X	X	X	X	X	X	X	X	X	X	3 Shipman, Alex
Probationary FF		Shipman, Alex	19	16	11	19	9	14	26	24	20	21	8	6	2	195 Simpson, Olivia
FF/ EMT	44354	Simpson, Olivia	0	2	0	0	0	3	0	1	0	0	0	2	0	8 Slater, Lee
FF	33370	Slater, Lee	0	1	0	2	0	0	1	1	0	O-baby	0	1	1	8 Smith, Josie
FF/ EMT student	35603	Smith, Josie	1	5	1	3	0	5	3	10	1	3	2	3	3	40 Smith, Kyle
Lt.	37891	Smith, Kyle	5	5	1	7	1	3	0	12	7	11	4	7	16	79 Spencer, Christian
Captain	21648	Spencer, Christian	1	0	0	0	0	0	1	2	0	0	1	0	0	5 Spencer, Mary
FF / EMT	34575	Spencer, Mary	4	3	0	1	0	2	1	0	1	1	0	3	1	17 Vandehey, Logan
Lt.	33538	Vandehey, Logan														
STAFF																
Chief	5603	Lucich, Terry	30	18	6	10	6	12	15	32	12	23	11	8	X	183 Lucich, Terry
Temp Firefighter	39293	Shipley, Kyle	14	22	10	17	4	17	12	21	14	22	13	19	15	200 Shipley, Kyle
Summer Grant FF		Turley, McKenzie	12	7	X	X	X	X	X	X	X	X	X	X	X	19 Turley, McKenzie
Summer Grant FF		Walker, Jackson	33	10	X	X	X	X	X	X	X	X	X	X	X	43 Walker, Jackson
Total Calls			57	44	37	47	32	30	51	63	43	48	38	66	44	600
# of responders			22	19	13	19	8	21	18	22	14	14	14	18	16	

Conflig deployments: Shipley x2; Simpson, Davis, Badden, Turley



[Author]

Yamhill Fire Protection District
275 S. Olive St
Yamhill OR, 97148
503-662-4653

REQUEST FOR PROPOSALS (RFP)

Apparatus and Equipment Maintenance & Repair Services

1. Introduction

The Yamhill Fire Protection District (YFPD) is requesting sealed proposals from qualified contractors to provide **maintenance and repair services for fire apparatus, emergency vehicles, and operational equipment**. The district seeks a dependable service provider to ensure all apparatus and equipment remain safe, reliable, and mission-ready.

2. Scope of Work

The selected contractor(s) will provide scheduled, preventive, and emergency maintenance services for the district's fleet and equipment. Services may include, but are not limited to:

A. Fire Apparatus Maintenance & Repair

- Annual NFPA-compliant inspections, DOT
- Engine, transmission, and drivetrain service
- Brake system inspection and repair
- Electrical system diagnostics and repair
- Emergency lighting and siren system repair
- Battery testing and replacement
- Fluid changes, lubrication, and filter replacement
- Tire inspection, rotation, and replacement coordination

B. Emergency Vehicle Maintenance

Including brush rigs, tenders, rescue units, command vehicles, and support units

- Routine preventive maintenance
- Mechanical and electrical repairs
- HVAC system service
- Upfitting repairs (radios, consoles, lightbars, MDT mounts)
- Safety system checks (seatbelts, airbags, backup cameras)

C. Fire Equipment Maintenance

- Small engine repair (chainsaws, blowers, portable pumps)
- Portable generator service

D. Emergency Repair Response

- Ability to respond to urgent apparatus failures within **2 hours**
- On-site repair capability preferred
- Towing coordination if needed

3. Contractor Qualifications

Proposers must demonstrate:

- Minimum **3 years** experience servicing light and large trucks
- Technicians trained in **NFPA 1911**, EVT certifications preferred
- Adequate insurance (general liability, workers' comp, auto)
- Valid Oregon business and contractor licensing
- Experience with municipal or fire district fleets
- Background-checked personnel including credit check

4. Proposal Requirements

Proposals must include:

- 1. Company Information**
 - Legal name, address, and primary contact
 - Years in business
 - Summary of relevant experience
- 2. Technician Qualifications**
 - Certifications (EVT, ASE, manufacturer-specific)
 - Training documentation
- 3. Service Plan**
 - Preventive maintenance schedule
 - Inspection procedures
 - Emergency response capability
 - On-site vs. shop-based service details
- 4. Cost Proposal**
 - Hourly labor rates (shop and field)
 - Travel or mileage charges
 - Materials and parts markup
 - Annual inspection pricing
 - Optional service pricing
- 5. References**
 - Minimum of three (3) recent clients, preferably fire districts or public agencies

5. Evaluation Criteria

Proposals will be evaluated based on:

- Apparatus and equipment service experience
- Technician qualifications and certifications
- Cost competitiveness
- Ability to meet emergency response needs
- References and past performance
- Completeness and clarity of proposal

6. Submission Instructions

Proposals must be submitted in a sealed envelope clearly labeled:

“RFP – Apparatus & Equipment Maintenance Services”

Deliver to:

Yamhill Fire Protection District
Attn: Fire Chief Terry Lucich
275 S. Olive Street
Yamhill, OR 97148

Submission Deadline: **[Insert Date and Time]**

Late proposals will not be accepted.

7. Questions

All questions must be submitted in writing to:

Fire Chief Terry Lucich
Email: **Terry.Lucich@yamhillfiredistrict.gov**

Questions must be received no later than **[Insert Date]**.

8. Reservation of Rights

The Yamhill Fire Protection District reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Award a contract in the best interest of the District

	YAMHILL FIRE PROTECTION DISTRICT Finance ASSISTANT Job Description	
	Salary Range: \$30.00 an hour Part time	Department: Administration
	Classification: Non-Exempt, Confidential	Supervisor: Fire Chief
	Representation: Non-Represented	Location: Varied

PURPOSE OF POSITION:

The Administrative Assistant provides administrative support to the Fire Chief and Fire Board. They will assist with Financial records, and office work as needed.

ESSENTIAL JOB DUTIES:

The list below depicts the tasks the position exists to perform and illustrates the various types of additional work that may be performed. The omission of specific duties does not exclude them from being performed by the job or classification if the work is similar, related to, and/or a logical assignment for the position.

- Performs general office tasks such as filing, generating reports
- Is supportive of district goals and able to work as part of a team.
- Advertises meetings, assists in meeting preparations, attends meetings, and takes and prepares minutes.
- Strong communication skills with all members of staff.
- Assists with the preparation of the Board agenda with the advice of Fire Chief.
- Assists in confidential capacity to management personnel.
- Uses computers to generate reports and to transcribe minutes from meetings.
- Maintains polite and professional communication via phone, e-mail, mail, and in person.
- Performs accounts payable, accounts receivable, general ledger, account reconciliation and fixed assets/inventory accounting functions review verifications.
- Reviews all financial records and reports from the CPA with the Fire Chief.
- Assists with the Districts' purchasing procedures, and cash flow with the Fire Chief's guidance.
- Assists with financial projections and research for budget and labor compensation purposes, as well as makes budget recommendations in assigned areas as requested.
- Assists with maintaining the Districts' financial policies and procedures and assists cash flow management.
- Reviews and supports the Districts' Contract CPA with financial tracking systems including working within Excel, Quick-books, and GNSA software as needed.
- Assists with the scheduling, maintaining, and preparation of the financial documents for the Districts' annual audit.
- Performs monthly payroll, including quarterly state tax reports
- Process PERS as necessary
- Performs other tasks and assignments as delegated by the Fire Chief or a Designee.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

AUXILIARY JOB DUTIES: May participate in other District activities such as training, fire prevention presentations, public education, etc.

EMPLOYMENT STANDARDS:

Knowledge of:

- Computers and word processing.
- Accounting software.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Express ideas clearly and concisely in both verbal and written communication.
- Maintain confidentiality.
- Maintain composure in stressful circumstances.
- Work as part of a team.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this classification.

The work environment is usually well protected and free from hazards or obstacles. There is a little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incidents of noise, or interactions of a disagreeable nature, etc. Some duties may require travel to other locations. Administrative assistance under emergency conditions may be required, on occasion.

EMPLOYMENT STANDARDS:

General Qualifications:

- Must be 18 years or older.
- Have a valid Oregon driver's license at time of appointment and ability to maintain it throughout employment.
- An acceptable driving record and insurable by District's insurance carrier.
- Must possess the ability to act promptly and use good judgment and to deal tactfully with the public.
- Background check will be completed

Education and Experience:

- A high school diploma or GED and five (5) years of relevant experience; or
- An Associate degree in a related field; or
- A satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described job duties.

Experience as an Administrative Assistant or similar for an EMS or Fire-based service is preferred.

WAGE & HOUR STATUS:

- Non-exempt, Confidential – Administration
- Part-time Position, hours flexible

DATE_____

EMPLOYEE_____

DATE_____

SUPERVISOR_____

DRAFT

Yamhill Fire Protection District SOG's

FINANCIAL -204

Payroll Approval Authority of the Fire Chief

Issued: August 10th, 2026

Supersedes any prior payroll approval procedures requiring monthly board approval



1.0 Purpose

To ensure timely payroll processing, continuity of operations, and compliance with Oregon Municipal Audit Law, this policy delegates payroll approval authority to the Fire Chief as part of the Chief's statutory operational authority under ORS 478.260.

2.0 Statutory Authority

ORS 478.260(1) provides that "the fire chief has command of the fire district and shall have full control over its officers and employees, subject to the direction of the board." This statute establishes the Fire Chief as the District's operational executive responsible for directing personnel, administering day-to-day operations, and ensuring continuity of service.

Payroll administration — including verification of hours worked, approval of payroll registers, and authorization for payroll disbursement — is an operational function directly tied to personnel management and continuity of district operations. Therefore, payroll approval falls within the Fire Chief's statutory authority unless expressly reserved by the Board.

3.0 Policy Statement

The Fire Chief is hereby authorized to review, verify, and approve payroll for all District employees and volunteers eligible for compensation. Upon approval, the finance contractor (or designated payroll service) is authorized to process payroll and issue checks or direct deposits without requiring prior monthly board approval.

This delegation ensures timely payroll processing and supports uninterrupted district operations.

4.0 4. Scope of Approval

- The Fire Chief's payroll approval authority includes:
- Verification of hours worked, stipends, overtime, and leave usage
- Approval of payroll registers and summaries
- Authorization for the finance contractor to issue payments
- Certification that payroll complies with adopted budgets, wage schedules, and labor agreements
- Approval of Personnel Action forms affecting pay, status, or assignment

5.0 5. Internal Controls & Safeguards

- This policy does not remove board oversight. The following controls remain in place:
- Monthly payroll summaries provided to the Board
- Annual audit review of payroll processes under Oregon Municipal Audit Law
- Dual-signature requirements for non-payroll checks remain unchanged

Yamhill Fire Protection District SOG's

FINANCIAL -204

Payroll Approval Authority of the Fire Chief

Issued: August 10th, 2026

Supersedes any prior payroll approval procedures requiring monthly board approval



- Finance contractor may not alter payroll without written Chief approval
- Any payroll anomalies must be reported to the Board Chair within 48 hours
- All payroll records remain subject to public records retention and audit requirements

6.0 Board Oversight

- The Board retains full fiduciary authority through:
- Review of monthly financial statements
- Review of payroll summaries
- Budget adoption and wage schedule approval
- Audit compliance under ORS 297 (Municipal Audit Law)
- This policy delegates operational approval, not fiscal authority.

7.0 Implementation

This policy becomes effective immediately upon adoption. The Fire Chief shall notify the finance contractor and ensure payroll procedures are updated accordingly.



Yamhill Fire Protection District
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August 10th, 2026

Items from the tent and station that we would like to declare as surplus.

- Vinyl window 45 ½ inch by 34 inches
- 2x Vinyl window 3ft by 4 ft
- 4x old light bars
- Fill station – possibly Bauer brand (couldn't find a Serial number or model number)
Last serviced in 2013 based on stickers inside. We have had 2 fill stations since this was taken out of service.
- 2 x 5 inch by 10 ft long hard suction hose
- Old propane grill and hose
- Coleman lantern in case
- 2 small metal cabinets (had been mounted to dump truck)
- 1 Stryker cot model 6080 MX-PRO SN/ 990539324 (made in 1999)



Yamhill Fire Protection District
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Request for Approval – Purchase of BlowHard Quickee PPV Fan

To: Board of Directors

From: Terry Lucich, Fire Chief

Department: Yamhill Fire Protection District

Date: 8/6/2026

Subject: Request to Approve Purchase of BlowHard Quickee Fan Using Capital Improvement Levy Funds

This memo requests formal approval from the Fire Board to purchase one (1) BlowHard Quickee battery-powered PPV fan using Capital Improvement Levy funds. This purchase will replace the department's existing Super Vac P164SE was manufactured prior to 1980 that is currently on our 1st out Fire Engine.

The department has been relying on legacy electric ventilation fans (manufactured prior to 1980 on E4, and in 1982 on E41) on our two 2020 fire engines. Recently Chief Lucich moved an older gas fan from Engine 42 to E41, this fan weighs less than the 1982 80lb fan and can perform positive pressure ventilation. This gas fan will not fit on our 1st out engine due to it having extrication equipment on it. Both the legacy electric fans and the gas fan are significantly overweight by modern standards, produce limited airflow, and lacks contemporary safety features. For the electric fans, due to their age, parts are no longer available, and the fans cannot be maintained to a reliable operational standard. Continued use presents unnecessary risk to personnel and reduces the effectiveness of fireground ventilation.

Modern PPV fans are essential for rapid, effective ventilation during structure fires, improving visibility, reducing heat, and enhancing firefighter safety. A modern PPV fan adds value to our citizens/ tax payers as we will be able to clear the carcinogenic smoke out of the residences and businesses more effectively and quickly, reducing their damage and clean up times. The BlowHard Quickee provides substantial improvements in performance, safety, and reliability compared to the legacy unit.

Category	BlowHard Quickee	Super Vac P164SE	Super Vac P200SE
Airflow (CFM)	11,400 AMCA / 24,000 open-air	3,200 shroud	5,840 shroud
Weight	45–46 lbs	49 lbs	93 lbs
Dimensions (inches)	~21 × 21 × 10	19.25 × 18.75 × 13	25.5 × 24.75 × 16.25
Power Source	Li-Ion / LiPo battery	1/3 HP electric	1 HP electric
Runtime	40–45 min high / 4+ hrs low	N/A	N/A
Tilt Range	0–180°	Fixed	Fixed
Ingress Protection	IP-67	Explosion-proof motor	Explosion-proof motor
Notes	Compact, high output	Haz-loc rated smoke ejector	High-power haz-loc ejector

Key Benefits of the BlowHard Quickee

- **Dramatically increased airflow**, improving interior conditions and reducing exposure time
- **Reduction in weight**, lowering injury risk and speeding deployment
- **Cord-free operation**, eliminating trip hazards and generator dependence
- **IP-67 environmental protection**, ensuring safe operation in all weather conditions
- **Modern battery technology**, providing long runtime and low maintenance

This upgrade directly supports firefighter safety, operational readiness, and the department's long-term equipment plan.

Operationally as shown in the chart given to the board covering staffing and responses, Yamhill typically can get out the door with 2 or 3 people. Having the luxury of a 4 or 5 person crew is a thing of the past. And with that, needing 2 people to carry a fan safely uses resources we don't have.

The Capital Levy words clearly specifies that the funds will be used to replace end-of-life equipment. Purchasing a BlowHard Quickee fan then qualifies as a capital equipment purchase and is eligible for funding through the current Capital Improvement Levy. The fan that it would be replacing is 46 years old and cannot perform ventilation to the current standards. This is exactly what this fund should be used for, identifying needs and replacing equipment before there is an injury or equipment failure. Sufficient funds are available in the current levy cycle to support this acquisition without impacting other planned purchases.

I respectfully request that the Fire Board approve the purchase of one BlowHard Quickee PPV fan using Capital Improvement Levy funds. This replacement is necessary to maintain safe, modern, and effective ventilation capabilities for our personnel and the community we serve.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 723

Time Records

Issued: November 11, 2014

Updated August 10th, 2026

Time Cards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.

An employee of the District may volunteer service to the District, and the time involved would not be recorded, ONLY IF the volunteer hours worked DO NOT INVOLVE THE SAME TYPE OF SERVICE, which the person is employed to perform for the District. All volunteer activities by employees must be approved in advance, and in writing by the Fire Chief.

Weekly Monthly time cards are due to the Fire Chief by 3:00pm on the last day of the month.



Yamhill Fire Protection District
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Safety Meeting July 9, 2026 Minutes

Members that were present: Shipley, Vandehey, Jackson Walker, Featherston, Lucich, and Michael Badden

June Minutes: Approved

Items discussed:

- Checked on the cool packs, still working in hot weather was the response.
- Safety committee members' training will start next month.
- It was brought up that we need to bring all PPE on all calls this time of year. You never know where you might end up.
- Reviewing the incident during pump & roll. The hose was run over by the rear tires pulling the nozzle out of the firefighter's hands damaging the side of the apparatus. During this sequence of events the nozzle was pulled out of the hose. The hose was repaired and rubber bungee cords were added to the side of the apparatus to hold the hose up, so it does not run over again.
- Parking on dry grass was discussed if you must park on dry grass wet the grass first.

Walk through the station was done, no hazards noted. The tent is mostly empty and will be taken down soon.

Adjourned 1859