



AGENDA
YAMHILL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS **WORKSHOP**
275 South Olive, Yamhill, OR 97148

September 14th, 2026 6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review of Payables/ Receivables
5. Any other items that may come up
6. Adjournment: Time _____

There will not be zoom access for this meeting.



YAMHILL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

275 South Olive, Yamhill, OR 97148

September 14, 2026, 6:30 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
 - a. Change authorized signers for LGIP
 - b. Transfer of funds to LGIP
5. Fire Chief Report & Asst. FC Reports
6. Old Business
 - a. Fire Chief Section Process
 - b. RFP financial services- update
7. New Business
 - a. RFP Apparatus and Equipment Maintenance & Repair Services.
 - b. District fraud case insurance status
 - c. New Items to be declared as surplus
 - d. New strut 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 October 12, 2026, 6:30pm

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

September 14, 2026

APPARATUS

All district apparatus has been moved to the main station from the Flying M substation.

FACILITY

- The tent structure was sold and removed. We have moved our trailers into the fenced area where they are locked and secure.
- We have started rebuilding our ventilation training prop for operating chain saws and circular saws on a pitched roof.
- The station down spouts and gutters have been repaired.
- All the district's structural firefighting hose and ladders were tested last month.

ACTIVITIES

- The 130-year anniversary Picnic of the Fire Department/ District was held for current and past firefighters and board members on Sunday September 13th
- The celebration of life for Jim Phillips was held at Beulah Park on August 30th. There were around 500 people at the celebration. It was very nice to see the appreciation for Jim and support his family.
- National Night out with Cops was August 11th, we had some fun activities for the kids and interacted with many citizens. It was great to have the fire prevention trailer being used to educate children.
- The chief is assisting with the fire training class at the high school.

STAFFING UPDATES

- Current number of Volunteers: 22 plus 3 seasonals, Chief, PT Firefighter. Five applications have been turned in with people in various spots of their background checks.
- 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 four times this year on state mobilizations. We are not out right now we are taking this time to clean up, make repairs and get ready to go when called.

RESPONSES

Current number of calls for 2026: 360

August 2026 total: 45

2025 total: 66

2024 total: 50

Year to date call attendance spreadsheet attached.

Yamhill Fire Protection District -Previous 12 month responses

Position	DPSST #	Personnel	Aug-26	Jul-26	Jun-26	May-26	25-Apr	26-Mar	26-Feb	26-Jan	25-Dec	Nov-25	25-Oct	Sep-25	Aug-25	Aug 25-Aug 26
Probationary FF	46093	Alberado, Elli	0-injured	2-injured	2-injured	0-injured	0-injured	0	2	0	1	X	X	X	X	3
PIO	21663	Ancalade, Darci	0	1	1	0	1	0	1	0	13	0	1	1	0	19
FF	45835	Badden, Michael	0	5	20	5	8	0	1	0	1	0	0	X	X	40
FF/ EMR	44275	Bartlett, Mason	0	0	0	0	0	0	0	2	16	0	0	1	1	20
FF/ EMT	17874	Davis, Wade	0	0	2	0	4	0	3	1	1	6	X	X	X	17
FF/ EMR	45326	Featherston, Annie	4	14	19	5-light duty	7-light duty	0	5	13	21	14	8	7	1	106
Asst. Chief	11017	Featherston, Chris	34	29	30	25	19	7	13	24	27	32	35	20	31	326
FF/ EMT	21261	Hedin, Seth	0	2	0	0	3	1	2	0	12	0	0	0	1	21
EMR	24250	Jensen, Esther	0	1	0	2	0	0	0	3	0	1	0	0	1	8
Lt.	24249	Jensen, Marci	3	4	4	1-light duty	1-light duty	0	2	7	2	2	3	2	5	34
FF	12462	Landauer, Robert	0	7	1	0	2	1	3	2	0	0	0	0	4	20
YPD		Livingston, Christopher	1	1	0	0	0	0	1	0	1	0	0	0	0	4
Firefighter/ Chaplain	35183	Moore, Joseph	0	0	0	0	0	0	0	0	0	0	0	0	1	1
FF/ EMR Assoc Pres	37732	Pine, Austin	7	13	12	8	14	6	13	13	23	21	15	8	16	169
Lt.	30944	Salter, Bradley	3	4	4	3	4	0	2	5	2	0	3	0	5	35
Probationary FF	46679	Shipman, Alex	2	1	2	X	X	X	X	X	X	X	X	X	X	5
FF/ EMT	44354	Simpson, Olivia	7	19	16	11	19	9	14	26	24	20	21	8	6	200
FF	33370	Slater, Lee	0	0	2	0	0	0	3	0	1	0	0	0	2	8
FF/ EMT student	35603	Smith, Josie	0	0	1	0	2	0	1	1	1	0	0-baby	0	1	7
Lt.	37891	Smith, Kyle	1	1	5	1	3	0	5	3	10	1	3	2	3	38
Captain	21648	Spencer, Christian	3 (10)	5	5	1	7	1	3	0	12	7	11	4	7	63
FF / EMR	34575	Spencer, Mary	0	1	0	0	0	0	0	1	2	0	0	1	0	5
Lt.	33538	Vandehey, Logan	0	4	3	0	1	0	2	1	0	1	1	0	3	16
STAFF																
Chief	5603	Lucich, Terry	25	30	18	6	10	6	12	15	32	12	23	11	8	208
Temp Firefighter	39293	Shiple, Kyle	14	14	22	10	17	4	17	12	21	14	22	13	19	199
Summer Grant FF	44839	Turley, McKenzie	10	12	7	X	X	X	X	X	X	X	X	X	X	29
Summer Grant FF	44557	Walker, Jackson	21	33	10	X	X	X	X	X	X	X	X	X	X	64
Total Calls			48	57	44	37	47	32	30	51	63	43	48	38	66	604
# of responders			14	22	19	13	19	8	21	18	22	14	14	14	18	



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 contract(s) in the best interest of the District



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

September 14th, 2026

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

- Hose rack from old tent area
- Bowflex machine



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

Request for Approval – Purchase of Junk Yard Dog Stabilization Struts

To: Board of Directors

From: Terry Lucich, Fire Chief

Department: Yamhill Fire Protection District

Date: 9/3/2026

Subject: Request to Approve Purchase of Junk Yard Dog stabilization struts using Capital Improvement Levy Funds for \$3264.25

This memo requests formal approval from the Fire Board to purchase Junk Yard Dog stabilization struts using Capital Improvement Levy funds. This purchase will replace the department's existing Res-Q-Jack struts that are approximately 20 years old.

The district's current **Res-Q-Jack vehicle stabilization struts** have reached end-of-life. One strut is **bent and unserviceable**, and the remaining units are aging beyond recommended service lifespan. Stabilization equipment is mission-critical for safe extrication operations, responder safety, and patient protection. Operating with compromised or outdated struts presents unacceptable operational risk.

Importantly, the vendor has offered **demo-model Junk Yard Dog struts at a reduced price**, providing the district with a cost-effective opportunity to upgrade equipment without sacrificing capability or safety. These demo units have been inspected, certified, and meet all operational requirements.

- **Safety & Reliability:** Restores full stabilization capability with equipment that meets current standards.
- **Interoperability:** Aligns our equipment with neighboring agencies, improving coordination during multi-agency incidents.
- **Training Efficiency:** Shared platforms reduce training complexity and increase proficiency across responders.
- **Cost Savings:** Acquisition of demo units provides a meaningful discount while still delivering fully functional, certified equipment.
- **Appropriate Levy Use:** This is a lifecycle replacement of essential rescue equipment, fully aligned with voter intent for maintaining safe, modern emergency response capabilities.

I respectfully request that the Fire Board approve the purchase of one set of Junk Yard Dog stabilization struts 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.



(877) 637-3473

Quote

Quote # QT2110845
Date 09/04/2026
Expires 09/19/2026
Sales Rep Pagh, Jana
Shipping Method FedEx Ground
Customer YAMHILL FIRE DEPARTMENT (OR)
Customer # C38444

Bill To

YAMHILL FIRE DEPARTMENT
PO BOX 249
YAMHILL OR 97148-0249

Ship To

YAMHILL FIRE DEPARTMENT
275 S OLIVE ST
YAMHILL OR 97148
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
JYD-ZRS L			Large ZSTRUT Set DEMO SET	1	\$2,300.00	\$2,300.00
11-7J-L			Mini J Hook w/Link	4	\$15.50	\$62.00
4000-20			Lug-All 2 Ton Cable Hoist	1	\$360.00	\$360.00
TD2-27DJ			TD2-27DJ MADE W/ GRADUAL RELEASE RATCHETS (38-80)	1	\$54.50	\$54.50
WS220-J04/K/J04			2" X 20FT STRAP WITH MINI J-HOOK (38182) ON EACH END + 2" KEY HOLE DELTA RING (18517) FLOATING IN THE MIDDLE OF THE STRAP. WLL. 4,000LBS.	1	\$150.00	\$150.00
CTC-520B			Picket 1"x4' (Zinc Plated, 1 X 42 ALLOY TENT STAKE- DOUBLE HEAD-((2"))	3	\$95.00	\$285.00
VS002			Vehicle Stabilization Bag - Forest Green	1	\$52.75	\$52.75

Subtotal \$3,264.25

Shipping Cost \$0.00

Tax Total \$0.00

Total \$3,264.25

Contact: C38444 YAMHILL FIRE DEPARTMENT (OR) : Terry Lucich

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT2110845

P.O. Box 51,
Kirkland, WA 98083



SEAWESTERN

FIRE FIGHTING EQUIPMENT

Quote

Phone: (425) 821-5858
Email: info@seawestern.com
www.seawestern.com

Bill To: YAMHILL FIRE DEPARTMENT PO BOX 249 YAMHILL OR 97148 United States	Ship To: Jason Lawson YAMHILL FIRE DEPARTMENT 275 S Olive St. Yamhill, OR 97148	Date 07/25/2025
		Customer No. 10968
		Quote No. QUO34242
		Sales Rep Jana Pagh
Expires 08/24/2025	Attention Joe Moore	Delivery
		FOB

Pricing valid for listed quantities
Returns accepted within 30 days of receipt
Restocking fee up to 25% will apply on any non-stock merchandise
Custom orders are non-cancellable, non-returnable
Unless otherwise noted, pricing does not include shipping
3% credit card processing fee for payments over \$2,500

Qty	Unit	Part Number	Description	Unit Price	Ext. Price
1		Z-Strut Package - Long	JYD Z-Strut Package w/2 Long Struts, 2 Angle Strut Heads, 2 Witches Hat Heads, 4 Mini J's, 2 Ton Come-a-Long, 2 - 10' Ratchet Strap, 27' Ratchet Strap, Tie-Back Strap, 3 Pickets, Storage Bag	5,836.00	5,836.00

Total **\$5,836.00**



Yamhill Fire Protection District
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Safety Meeting August 13, 2026 Minutes

**Members that were present: Shipley, Vandehey,
Chris Featherston, Lucich, and Alex**

July Minutes: Approved

Items discussed:

- Checked on the Blue Ice packs, work in coolers but need more for station.
- Safety committee members' training online and will use it during meetings.
- Situational Awareness was brought up in relation to the dozer operator who got separated from his group.
- Stay Hydrated, humidity is dropping firefighting will dehydrate you fast.

Safety walk thru of station was unremarkable. Will not be doing any tent walk thru as it is mostly empty and will be taken down soon.

Adjourned 1855

Yamhill Fire Protection District Strategic Plan (2026–2031)

I. Executive Summary

The Yamhill Fire Protection District (YFPD) is dedicated to serve and protect our community. This strategic plan outlines YFPD's goals, strategies, and priorities for 2026 through 2031. It aims to guide the District's operations, staffing, financial planning, and community engagement.

II. Mission Statement

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

III. Vision Statement

The Yamhill Fire Protection District will deliver high quality, effective, and efficient services to our citizens. We will master our basic emergency service skills while responding to our community's needs in a professional manner. Yamhill Fire Protection District will be an agency that keeps a watchful eye on the future of the fire service and maintain sufficient resources to provide adequate services at all times to our community.

IV. Guiding Principles

- Quality work ethics
 - Ethical behavior
 - Uniformity in practices
 - Dedication, pride and integrity
 - Safety in all we do
 - Keeping a sense of humor
 - Leadership
 - Teamwork and a friendly atmosphere with open and honest communication
-

V. Strategic Priorities & Goals

1. Emergency Response Excellence

Objective: Improve response times, preparedness, and service capabilities.

- Expand mutual aid agreements with surrounding districts.
- Conduct regular live and tabletop training exercises.
- Upgrade dispatch technology to optimize response routes and communication.
- Invest in fire and EMS equipment modernization.

2. Personnel Development & Retention

Objective: Recruit, develop, and retain qualified staff and volunteers.

- Launch a volunteer recruitment and engagement campaign.
- Establish clear training pathways and leadership development programs.
- Offer mental health and wellness support for responders.
- Implement diversity and inclusion practices in hiring and training.

3. Infrastructure & Equipment Modernization

Objective: Ensure facilities and apparatus meet current and future demands.

- Complete a facilities assessment and develop a capital improvement plan.
- Replace aging apparatus on a scheduled rotation.
- Explore grant opportunities (e.g., AFG, SAFER) for capital needs.
- Upgrade station living quarters for 24-hour staffing readiness.

4. Community Engagement & Risk Reduction

Objective: Foster community trust and reduce risk through education and outreach.

- Offer CPR, first aid, and fire extinguisher training for the public.
- Promote defensible space practices and wildfire risk awareness.
- Host annual open houses and school outreach events.
- Develop a Community Emergency Response Team (CERT) program.

5. Financial Sustainability

Objective: Maintain fiscal responsibility and long-term viability.

- Conduct regular financial audits and reviews.
- Explore alternative funding sources: levies, bonds, grants.
- Create a 5-year budget forecast aligned with strategic goals.
- Engage with the public transparently about financial needs and usage.

VI. Implementation & Accountability

Strategic Priority	Lead Responsible	Timeline	Metrics for Success
Response Excellence	Fire Chief	2025–2027	Reduced average response time by 10%
Personnel Development	Training Officer	2025–2026	Volunteer base increased by 20%
Infrastructure Modernization	Board of Directors	2025–2028	New station upgrades completed
Community Engagement	Public Info Officer	Ongoing	Number of events & training sessions held
Financial Sustainability	Admin Manager	2025–2030	Balanced budget, successful levy campaign

VII. Review & Update Process

- **Annual Review:** The Board and leadership will review this plan each January.
- **Progress Report:** Staff will prepare a mid-year and year-end report on key initiatives.
- **Public Feedback:** Hold community forums biennially for input and transparency.

Appendices

- A. Risk Analysis of Yamhill Fire District
- B. SWOT Summary (Strengths, Weaknesses, Opportunities, Threats)
- C. Capital Improvement Plan 2025–2030
- D. Volunteer Recruitment Strategy

Appendices

Appendix A: Risk Analysis of Yamhill Fire District

1. Geographic Risks

- **Wildland-Urban Interface (WUI):** High risk of wildfires, particularly during late summer. Several rural properties border forested areas.
- **Flood Zones:** Portions near the Yamhill River and creeks are vulnerable to seasonal flooding.
- **Topography:** Hilly terrain in some areas may hinder response times and apparatus access.

2. Structural Fire Risks

- Older residential buildings without modern fire suppression systems.
- Limited hydrant access in outlying rural areas.
- Agricultural and light industrial sites using flammable materials.

3. EMS and Hazmat Risks

- Growing population with aging demographics increases EMS calls.
- Local farms and businesses may use hazardous materials without full regulatory compliance.
- Highway traffic (esp. Hwy 47 & Hwy 240) poses a risk for motor vehicle accidents and hazardous material spills.

4. Capacity Gaps

- Volunteer-dependent workforce may experience staffing shortages during weekdays.
- Single-station operation limits multi-incident capacity.

Appendix B: SWOT Summary

Strengths	Weaknesses
Dedicated core of trained volunteers	Limited funding for capital improvements
Strong community support	Aging equipment fleet
Responsive leadership	Dependence on mutual aid
Good ISO rating for urban core	Challenges in volunteer recruitment
Opportunities	Threats
Federal & state grants	Increasing wildfire seasons
Regional training partnerships	Population growth outpacing resources
Public engagement on fire safety	Potential levy failure or economic decline
Technology upgrades (dispatch, GIS)	Burnout among volunteers/staff

Appendix C: Capital Improvement Plan (2025–2030)

Item	Estimated Cost	Planned Year	Funding Source
Replace Engine 141	\$750,000	2025	Capital reserves + grant
New Brush Truck	\$200,000	2026	FEMA AFG Grant
Station Roof Replacement	\$85,000	2026	General Fund

Item	Estimated Cost	Planned Year	Funding Source
Training Tower Construction	\$400,000	2027	Bond Measure
Radio System Upgrade	\$150,000	2028	County partnership
SCBA Replacement	\$250,000	2029	SAFER Grant
Station Expansion Study & Design	\$100,000	2030	General Fund

Note: Cost estimates based on 2024 vendor quotes and are subject to inflation.

Appendix D: Volunteer Recruitment & Retention Strategy

Goals

- Increase active volunteer base by 20% by 2026.
- Improve retention rate to 80% of recruits staying at least 3 years.

Tactics

1. **Outreach & Awareness**
 - Run recruitment ads in local newspapers, social media, and community events.
 - Partner with local high schools and colleges for cadet/intern programs.
2. **Onboarding & Training**
 - Offer “Try Firefighting” open house events.
 - Develop a structured 6-month onboarding academy.
 - Provide gear and uniforms promptly to all new members.
3. **Incentives**
 - Offer volunteer stipends, tuition reimbursement, or LOSAP retirement contributions.
 - Recognize volunteers annually (awards, banquet, press releases).
 - Allow flexible scheduling with duty crews or standby shifts.
4. **Mentorship & Retention**
 - Pair new volunteers with experienced mentors.
 - Survey volunteers annually to identify concerns.
 - Provide wellness resources and peer support programs.