

Proposal for the Provision of Ambulance Services  
Morrow County Ambulance Service Plan  
Southern ASA

**BOARDMAN**



**FIRE RESCUE**

Submitted by Boardman Fire Rescue District  
Chief Michael Hughes

## Attachment A – Application Cover Sheet

### Applicant Information

Organization Name: Boardman Fire Rescue District

Primary Contact Person: Michael Hughes Title: Fire Chief

Address: 911 SW Tatone Street PO Box 2

City, State, Zip: Boardman, Oregon 97818

Telephone: 541-481-3473 Federal Tax ID# 86-0850252

E-mail Address: mhughes@boardmanfd.com

Name and title of the person(s) authorized to represent the Applicant in any negotiations and sign any Assignment Agreement that may result:

Name: Michael Hughes Title: Fire Chief

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#### **Minimum Application Requirements:** This Application:

-Meets all Minimum Application Requirements described in Section 2.3;

-Addresses all Application Requirements described in Section 2 and Section 1.5, Scope of Work; and

#### **Representations, Attestations, and Certifications:** The undersigned further acknowledges, attests, and certifies individually, and on behalf of the Applicant that:

1. No attempt has been made or shall be made by the Applicant to induce any other person or organization to submit or not submit an Application.
2. Information included in this Application shall remain valid for sixty (60) days after the Application due date or until an Assignment Agreement is approved, whichever comes first.
3. The undersigned recognizes that this is a public document and open to public inspection.
4. The Applicant acknowledges receipt of all Addenda issued under the RFA.
5. Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin.
6. The Applicant, acting through its authorized representative, has read and understands all RFA instructions, specifications, and terms and conditions contained within the RFA and all Addenda, if any;
7. The Applicant agrees to and shall comply with, all requirements, specifications and terms and conditions contained within the RFA, including all Addenda, if any;
8. The Application submitted is in response to the specific language contained in the RFA, and Applicant has made no assumptions based upon either (a) verbal or written statements not contained in the RFA, or (b) any previously- issued RFA, if any.
9. The Applicant agrees that if assigned the ASA, Applicant shall be authorized to do business in the State of Oregon at the time of the award;
10. County shall not be liable for any claims or be subject to any defenses asserted by Applicant based upon, resulting from, or related to, Applicant's failure to comprehend all requirements of the RFA.
11. The County shall not be liable for any expenses incurred by Applicant in either preparing and/or submitting its Application, or in participating in the Application evaluation/selection or negotiation process, if any.
12. The signatory of this Application Cover Sheet is a duly authorized representative of the Applicant, has been authorized by Applicant to make all representations, attestations, and certifications contained in this Application document and all Addenda, if any, issued, and to execute this Application document on behalf of Applicant.

13. By signature below, the undersigned Authorized Representative hereby certifies on behalf of Applicant that all contents of this Application Cover Sheet and the submitted Application are truthful, complete, and accurate. Failure to provide information required by the RFA may result in rejection of the Application.

APPLICANT SHALL PROVIDE A FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER WITH THE OFFER SUBMISSION (APPLICATION).

SIGNATURE OF APPLICANT'S DULY AUTHORIZED REPRESENTATIVE FOR ALL SECTIONS:

Authorized Signature:  \_\_\_\_\_

Print Name: Michael Hughes

Title: Fire Chief

FEIN ID# or SSN# (required): 86-0850252

Contact Person (Type or Print): Michael Hughes

Telephone Number: (541) 561-2464

Fax Number: (541) 481-0909

**Application Requirements: ASP page 6, item 2.5.4**

1. Boardman Fire Rescue District  
911 Tatone Street  
Boardman, OR 97818  
Fire Chief Michael Hughes
2. List of vehicles providing ambulance service.
  - a. Please see Attachment II – 5 vehicles, 15 pages
  - b. Three additional ambulances are in our possession. They will be placed in service, if needed.
3. List of personnel providing ambulance service.
  - a. Please see Attachment III – 1 page
4. Experience
  - a. Please see Attachment IV – 3 pages
5. License
  - a. Oregon State License – 1 page

## **Consideration for Southern ASA Ambulance Service Area**

Boardman Fire Rescue District (BFRD) recognizes that the Morrow County Health District (MCHD) is strategically positioned to provide the best possible ambulance service for the Southern ASA. Clearly with Pioneer Memorial Hospital providing 24 hour a day service, MCHD could draw on assigned hospital staff to provide an ALS and a recall BLS ambulance 24/7. Additionally, MCHD would be positioned to handle transfers from their hospital when needed. More than likely, this type of staffing model, if not already in place, would be the most efficient way to provide ambulance service in Southern Morrow County.

However, if MCHD does not have the desire to provide ambulance service to their community in the Southern ASA, BFRD would request consideration from Morrow County to be the provider of emergency and non-emergency ambulance services, per the Morrow County 2024 Ambulance Service Plan (ASP) in the Southern Ambulance Service Area (ASA).

## **History of the Boardman Fire Rescue District**

The City of Boardman established the Boardman Volunteer Fire Department in 1943. The City received their first fire truck from the Civil Defense Corp, it was a used military truck.

In 1966 the new combination City Hall/Fire Hall, located at 206 N. Main Street, was built. The City of Boardman purchased their first new engine in 1967, a Ford Cabover.

From 1943 to 1970 the City of Boardman Volunteer Fire Department handle fire calls in and around the City of Boardman.

The Boardman Rural Fire Volunteer District was established in June of 1970. In 1975 a new fire station was built at 300 SW Wilson Lane. City and District jointly shared the station. In 1976 the District purchased their first new fire engine, a 1976 Louisville Front Mount.

From 1970 to 1998 the volunteers handled calls for the City and the District. If the emergency call took place in Boardman proper, the volunteers would take the City owned fire truck. If the emergency took place in the District, the volunteers would take the District fire truck. As you can imagine, this caused a few issues from time to time. In 1998 the City and the District emerged to form the Boardman Rural Fire Protection District (BRFPD).

In June of 2009, BRFPD was able to hire four fulltime paid firefighters through a Safer Grant. The firefighters would work a daytime schedule and would be recalled to respond to emergencies at night and weekends.

From 2017 to 2018, BRFPD was able to bring on two additional paid firefighters bringing the paid staff to twelve. In August 2018, the six paid firefighters began working a hybrid shift schedule. They would still work a daytime Monday through Friday schedule and being recalled at night and weekends.

In March 2020, the COVID-19 pandemic strikes Eastern Oregon. The Governor's Office declares a "state of emergency". In response to the state of emergency and the long delay in ambulance response, BRFPD is dispatched to all Emergency Medical Service (EMS) calls within district boundaries.

In December 2020, the Boardman Rural Fire Protection District officially becomes an all-risk, 24 hours/365 days organization and adopts the name Boardman Fire Rescue District (BFRD) and retires their previous logo and adopts the current "Tattered Flag and Axe".

In November 2020, the District's taxpayers approve a GO Bond to build a new headquarters fire station at Willow Fork and Tatone Street.

In May 2022, construction begins on the new headquarters fire station.

In June 2023, BFRD moves into their new fire station located at 911 Tatone Street. The new station boasts a "Community Room", six individual dorm rooms and eight emergency apparatus bays

In July 2023, BFRD is licensed by the Oregon Health Authority as an ambulance provider. Soon after being licensed BFRD begins inter-facility transfers from Good Shepard Hospital and St. Anthony's Hospital to Oregon, Washington and Idaho receiving hospitals.

In March 2024, the ambulance provider for Morrow County vacates its ambulance service responsibility. In preparation for continued service, Morrow County and BFRD sign an interim agreement. On March 4, 2024 BFRD begins providing ambulance service within district boundaries. On March 12, 2024 BFRD begins providing interim ambulance service countywide. From March 12, 2024 to May 31, 2024 BFRD has handled **295** EMS calls countywide with an average out the door time of **32 seconds** and average response time of **5.32 minutes** in the urban setting and **13.21 minutes** in the rural areas. The national average is 60 seconds and 8 minutes.

BFRD is already providing ambulance service and is the established provider in the Northern ASA as Morrow County's interim provider. BFRD is meeting and exceeding the minimum ASP standards, national response standards, as well as, reducing overall costs by using a traditional fire service staffing model.

### **Consideration for Southern Ambulance Service Area**

Boardman Fire Rescue District requests consideration from Morrow County to be the permanent provider of emergency and non-emergency ambulance services, per the Morrow County Ambulance Service Plan (ASP) in the Southern Ambulance Service Area (ASA).

Again, if MCHD does not desire to provide ambulance service to their community in the Southern ASA, BFRD would commit to the following:

## **Definitions**

1. ALS – Advance Life Support.
2. BLS – Basic Life Support.
3. 48/96 Schedule – Two days on-duty, four days off-duty.
4. Metro Staffing Model – Three 12-hour shifts on-duty, four days off, then four 12-hour shifts on-duty, three days off.
5. Single Role – Ambulance attendant trained in Emergency Medical Services (EMS) only.
6. Dual Role – Ambulance attendant trained as a firefighter **and** EMS.
7. Annual Cost – Is determined by staff wages and benefits, ambulance equipment, insurance, maintenance, operations and other miscellaneous cost.

## **Performance Objectives**

1. One staffed ALS ambulance 24/7.
2. Additional ALS and/or BLS ambulances are available.
3. Meet or exceed the County minimum, as well as, the national standard for “Get Out” time.
4. Meet or exceed the ASP response time. Meet or exceed the national response in suburban areas of 8 minutes 90% of the time.
5. Treat and transport patients to the nearest appropriate care facility as needed.

## **Staffing and Equipment**

### **Southern ASA**

#### **1. Ambulance Location**

- 1.1. Temporarily – County Fairgrounds, Heppner, OR 97844

#### **2. Minimum Staffing**

- 2.1. One ALS ambulances with crews consisting of one ALS responder and one BLS responder.
- 2.2. Additional ambulances provided from Boardman as needed when the primary ambulance is unavailable. This requires automatic move-up when primary ambulance leaves Heppner proper.
- 2.3. Three shifts on a 48/96 schedule.
- 2.4. Current Station staffing is 6, 3 paramedics and 3 EMT’s.
- 2.5. Licensed ambulances – Currently 5 with 3 additional in transient for a total of 8
- 2.6. All licensed ambulance meets or exceed the required Oregon Health Authority’s equipment inventory and conforms to ORS 682.015 to 682.295 and all rules adopted by the Authority. **(ASP, page 21, Section 7(d))**
- 2.7. All licensed ambulances are registered with the State and are fully insured (see Attachment II).

### **3. Medical Direction/Education**

- 3.1. Certified Oregon State Emergency Room Physician.
- 3.2. Conducts quarterly case review for all paramedics and EMT's.
- 3.3. Additional EMS training or case review monthly.
- 3.4. Periodic PCR review.
- 3.5. Annual review of protocols and standing orders.
- 3.6. Additional EMS training to meet or exceed the State of Oregon and National Registry standards.

### **4. Estimated Costs**

- 4.1. Estimated Annual Costs: \$975,000
- 4.2. Estimated Cost Recovery: \$350,000
- 4.3. Estimated Annual Total Costs: \$675,000
- 4.4. Estimated annual cost to the County: Up to \$600,000

The Northern ASP demands a compliment of 3 full-time or 3 full-time/paid on-call EMS providers for full staffing in Northern Morrow County, without the consideration of float or on-call personnel to compensate for various paid time-off vacancies. An estimated cost per employee average is \$130,000 for wages and benefit package.

The initial primary benefit to the citizens who live within the BFRD boundaries is that BFRD has a current staff that would represent a staffing cost reduction for taxpayers within district boundaries.

### **5. Agency Transparency/Accountability**

BFRD is dedicated to agency transparency and will present the following upon the request of the BOC or County Administrator:

- 5.1 Quarterly, semi-annual, annual or upon request, statistics pertaining to ambulance runs within the Ambulance Service Area and each community located therein.
- 5.2 Ambulance billing revenues.
- 5.3 Budget Audit information.
- 5.4 Personnel staffing averages.

BFRD highly recommends that Morrow County consider a single Medical Director for the entire County regardless of the number of providers. Having a single Medical Director will bring standardization to the County's ASP. Having all paramedics and EMT's working under a single set of established protocols also brings standardization to the County's EMS system. Additionally, having a single medical director would account for the volunteer fire district EMT's and first responders.

Dr. George Apostolopoulos is the current Medical Director for BFRD. He is an experienced provider medical director and is a State certified Emergency Room physician.



This proposal provides the interested parties with information needed to properly evaluate the efficacy of service delivery and to make adjustments that are mutually beneficial to the agencies involved, as well as, the constituents of the coverage area. This proposal is not intended to be an all or nothing approach. The proposal is intended to be a starting document that can be adjusted, as needed, to meet the requirements of the ASP and/or the needs of the Morrow County Emergency Medical System.

Thank you for your consideration of this application,

Michael Hughes  
Fire Chief  
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911 Tatone St.  
Boardman, OR 97818