

POLK COUNTY FIRE DISTRICT NO.1

Board of Directors

January 14, 2021

6:00pm – Central Station

LOCATION: The meeting will be streamed at the Central Fire Station where public comment will be allowed with social distancing observed. Some of the Directors will be remote.

President Mike Lippsmeyer (remote)

Fire Chief Ben Stange (at Station 90)

Vice President Jeff Hamilton (Station 90)

DC Mike Mayfield (remote)

Secretary Cord Von Derahe (Station 90)

DC Neal Olson (remote)

Director Curtis Cole (Station 90)

Office Administrator Susan Shepard (Station 90)

Director Freeman Stutzman (Station 90)

Office Assistant Mary Carlson (remote)

Vice President Jeff Hamilton called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

Vice President Jeff Hamilton stated anyone wishing to address the Board to please sign the sheet on the back table with your name and topic that you would like to discuss.

Vice President Jeff Hamilton added the Meeting Minutes will be recorded and kept for 60 months.

Open for public comment on any of the agenda items.

CONSENT AGENDA:

- 1) Board Agenda
- 2) Approve December 10, 2020 Regular Board Meeting Minutes
- 3) Financials:
 - 3a. Approval of Disbursements for December 1-31, 2020
 - 3b. Finance report for the month of December 2020

Vice President Hamilton – Asked if there were any questions.

Vice President Hamilton – Asked how the Board would like to take the Agenda.

Secretary Von Derahe – Stated to take the Agenda as a whole.

Director Cole – Second.

Vice President Hamilton – All in favor, none opposed, carried – Agenda approved.

UNFINISHED BUSINESS:

a) COVID-19 Update:

RESPONSE

- There have been no changes to our COVID-19 response protocol in the past month.
- We have had a decrease in confirmed and suspected positive patients in December vs November, but still higher than any other month.
- Since December 14th, we have had two employees quarantining for multiple weeks due to family members testing positive for COVID-19. Some of these shifts have operated short on personnel.

DRILLS AND MEETINGS

- We are conducting meetings online and doing single engine drilling outside.
- The annual P1FFA banquet on the first Saturday of March, has been postponed.

SUPPLIES

- The District feels comfortable with our current inventory of PPE.

FINANCIAL IMPACTS

- The District has received the maximum amount possible from the Coronavirus Relief Fund (CRF). We continue to track expenses in the event the maximum allowable amount is increased.
- With EMS transports down, so is our EMS revenue. Half way through the fiscal year, our transport revenue is down 13% from last year and 21% from 2018-19. The GEMT program, however, is helping absorb some of this impact.

VACCINATIONS

- Thanks to West Valley Hospital, all of our employees and volunteers whose duties include direct patient care have had the opportunity to receive the vaccine.
- The District was approved to be a vaccine provider and has received doses. We have passed these doses on to Polk Co Public Health and West Valley Hospital and have offered to provide personnel to assist with vaccinations.

Secretary Von Derahe – Asked how many have received the vaccinations.

Chief Stange – Stated a large majority of the staff and added that Dr. Lucas has been very helpful and informative with answering questions and concerns that come up.

NEW BUSINESS:

a) Purchase of Electronic Sign Board (L-7006)

Chief Stange reviewed where the District is in regards to the purchase of an electronic sign Board. He stated the District is looking at an electronic sign board that is connected to the internet with the ability to rotate messages that will help the District communicate with the public. Chief Stange stated that Troy Crafton has been working on getting quotes for this project as well as working with the City of Independence to get an exception to the City Code that would allow us to put up the sign. He added that three local vendors have provided quotes and the District plans to go with GD Tech, a company located in Salem. Chief Stange stated the estimate of the project is \$39,247.84, and stated the Budget Committee and Board approved the expenditure of up to \$60,000 from the Laudahl Fund for this purchase.

President Lippsmeyer – Stated he personally does not like the globe lights that are on the current sign. He added he thinks it degrades the sign and thinks the sign would look good without them. President Lippsmeyer added there are rules of moving signs not being allowed on State Highways, he gave an example of shooting stars pictured on the sign.

Chief Stange - Stated we got the ok from the City of Independence and Chief Mason has a light meter that will test the brightness so not to interfere with vision during the daylight or at night for driving purposes.

President Lippsmeyer – Stated that the sign vendors should know about the rules. President Lippsmeyer asked about maintenance of the sign and repairs.

Chief Stange – Stated there is a warranty. Chief Stange invited two of the sign vendors to join the meeting to answer questions about the sign. The vendors explained that the warranty was good for five years and we could also purchase a service agreement. They continued to explain the workings of the sign and how it works with the computer inside.

b) MLK Holiday Designation

Chief Stange stated he would like to add Martin Luther King Jr Day to the list of District holidays in the Employee Handbook. He added that this day is recognized as both a Federal and State holiday, and most other government entities and private companies do not operate, thus phone calls and even return emails are very few.

Vice President Hamilton – Asked the Board what they would like to do.

Secretary Von Derahe – Motion to add Martin Luther King Jr. Day to the list of District holiday's and include the holiday to the Employee Handbook.

Director Cole – Second.

Vice President Hamilton – All in favor, none opposed, carried – Motion approved.

CHIEF'S REPORT:

- a) **Passing of Retired Fire Chief Don Milligan – Chief Stange** announced the passing of Fire Chief Don Milligan. He reviewed several areas of the fire service Chief Milligan was active in. Chief Stange stated sometime in summer of fall there will be a ceremony, depending on the Covid rulings. Chief Stange added that on January 23, 2021 there will be a small service and the family has requested an apparatus to be present.
- b) **Santa visit for ill child – Chief Stange** stated that A shift and a couple of our volunteers were able to brighten an 8 year old girl Christmas as she is very ill and has been put on hospice. They showed up at her home with the fire truck and gifts.
- c) **Holiday gifts and food – Chief Stange** reported that P1FFA were able to help 19 families this year with a food box and gifts.
- d) **Fire District Christmas Party – Chief Stange** stated the Christmas Party went well. He explained Santa was going around in the Fire Truck to homes of staff and volunteers with children and presenting gifts, games were played, and everyone had a good time.
- e) **SDAO Conference – Chief Stange** stated the SDAO Conference will be virtual and free! The dates are February 3rd and 4th. Chief added to let him or Susan know if you are interested in going and they can sign you up.
- f) **Engineer Promotions – Chief Stange** announced the 2 volunteers that have been promoted to engineer; Adam Chinnock and Mitch Gaylord. Chief stated that Mitch Gaylord is a resident and the first resident to be promoted to an engineer.
- g) **May elections – Positions 1 & 2 – Chief Stange** stated that Jeff Hamilton and Freeman Stutzman position is up this June.
- h) **Notable Incidents – Chief Stange** stated we had 10 MVA's and only transported 1 person from the 10 accidents.
- i) **Member of the Month – Chief Stange** stated that Brian Burchfield and Stuart Edgar were recognized as Member of the Month. Brian has spent many hours helping clean a home for a resident here in Independence, and Stuart took two days' vacation from his work and helped shuttle the fire trucks during the hose testing.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:

Chief Stange stated he had one item. He added the Civil Service Committee met yesterday to review a Job Description for Susan's position. Chief hopes by next week the Committee will approve the Job Description and we can post the position. Chief Stange hopes to have the position filled and working by March 27th, 2021.

PUBLIC COMMENTS:

Nothing at this time.

BOARD MEMBER COMMENTS:

Secretary Von Derahe – Stated he appreciates everything we do and expressed a good job everyone is doing.

EXECUTIVE SESSION: According to ORS 192.660 (If necessitated by business)

Not necessitated at this time.

ADJOURNMENT:

Vice President Hamilton – Adjourned the meeting at 6:51pm.

Minutes by Mary Carlson