

**POLK COUNTY FIRE DISTRICT NO.1**  
**REGULAR BOARD MEETING**  
**July 12, 2018**  
**6:00pm – Central Station**

**BOARD MEMBERS:**

President Tom Snair  
Vice President Mike Lippsmeyer  
Secretary Joe Franko

**ABSENT:**

Director Dennis King  
Director Freeman Stutzman

**STAFF:**

Fire Chief Ben Stange  
DC Neal Olson  
Office Administrator Susan Shepard  
Office Assistant Mary Carlson

**ABSENT:**

DC Mike Mayfield

**MEETING CALLED TO ORDER:**

**President Snair** called the meeting to order at 6:00 pm followed by the Pledge of Allegiance.

**President Snair** started with a roll call:

President Tom Snair – present.  
Vice President Mike Lippsmeyer- present.  
Secretary Joe Franko – present.  
Director Dennis King and Director Freeman Stutzman – absent.

**Note:** Minutes will be recorded and kept for 60 months.

**AUDIENCE REQUESTING TO ADDRESS THE BOARD:**

Please sign Request List to address the Board.

**OPEN FOR PUBLIC COMMENT ON AGENDA ITEMS:**

None at this time.

**CONSENT AGENDA:**

- A) Approval of Disbursements for June 1-30, 2018.
- B) Finance report for the month of June 2018.
- C) Approve June 14, 2018 Budget Hearing Minutes.
- D) Approve June 14, 2018 Regular Board Meeting Minutes.

**President Snair** – Asked how the Board would like to take the Consent Agenda.

**Vice President Lippsmeyer** – Motioned to take the Agenda as a whole.

**Secretary Franko** – Second.

**President Snair** – All in favor, none opposed, motion carried.

**UNFINISHED BUSINESS:**

a) **Modular/Stick Built Construction Update.**

**Chief Stange** – Stated he met with Dalke Construction and Mike Brian Construction as suggested by the Board. Chief Stange added he is looking for the plans for the training room so it can be determined if the footings of the addition could hold building a second story for the residents. He added another issue is utilities, whether the decision is to build up or on the empty lot. Chief Stange stated we are waiting to hear back from the construction company.

## **NEW BUSINESS:**

- a) **Election of New Board Officers – President Snair** asked the Board for nominations.  
**President Snair** – Nominated Vice President Mike Lippsmeyer for President.  
**President Snair** – Nominated Secretary Joe Franko for Vice President.  
**Chief Stange** – Stated a nomination for Secretary needs to be established.  
**President Snair** - Stated due to two members being absent he would like to hold the election of new Board Officers until August Board Meeting.  
**Chief Stange** – Stated to save the two nominations and complete the election next month.
- b) **Selection of Regular Board Meeting Dates, Time, Place, Meeting Posting Locations-**  
**Chief Stange** – Reviewed Board Meeting procedure and Board Members agreed to leave as is.
- c) **Reminder of Insurance Agent of Record – Chief Stange** stated Special District Insurance Services.
- d) **Reminder of Attorney of Record – Chief Stange** stated Spear Hoyt and sometimes Special Districts Association of Oregon.
- e) **Designation of Legal Publications Newspaper – Chief Stange** stated Itemizer Observer.
- f) **Wages for Non-Represented Employees – Chief Stange** stated our new Budget reflects wage increases for our non-represented employees and himself. He added this increase is in the Budget and has been approved.  
**Vice President Lippsmeyer** – Motioned an increase in wages for the non-represented employees and the chief in accordance with the Budget.  
**Secretary Franko** – Second.  
**President Snair** - All in favor, none opposed, motion carried.

## **CHIEF'S REPORT:**

- a) **4<sup>th</sup> of July – Chief Stange** stated we had a First-Aid booth at the park for the four day celebration. He added the annual 4<sup>th</sup> of July breakfast went smooth and we fed 930 people. The volunteers started setting up on July 3<sup>rd</sup>, dinner was provided and several volunteers returned after the parade on the 4<sup>th</sup> to help clean up after the breakfast.
- b) **801's for 2018 – Chief Stange** stated that in 2016 there were six 801's; in 2017 there were eight 801's; and for the first half of 2018, zero. Chief Stange added lunch was provided to all 3 shifts and he and Chief Olson covered the ambulances for the crew so they could enjoy their lunch.
- c) **Staffing Update – Chief Stange** stated on Monday our new hire, Sean McMurry, started and his schedule for the first two weeks will be working with the shifts and seeing how things operate. Chief Stange stated on July 26<sup>th</sup> the firefighter/paramedics will all be on the 48/96 shifts. Chief Stange stated he met with Chief Hertel regarding the half-time Fire Marshal. He explained the City of Dallas is looking at assessing a water fee, which in turn would go to their half time Fire Marshal. Chief Stange stated the Fire Marshal is still on hold.  
**Vice President Lippsmeyer** – Stated the fire plans are still coming in for review and the Chief is the one reviewing them.  
**President Snair** – Asked if charging a fee for reviewing them is an option to look into.  
**Chief Stange** – Stated a decision has not been made and he could check with other agencies to see what their procedure is and if it's even profitable.
- d) **Notable Incidents – Chief Stange** stated the District responded to 213 calls this last month. He added there was a CPR call at Skippers in Independence, that did not end well, field and brush fires are happening, we've responded to three just recently.
- e) **Member of the Month – Chief Stange** stated this last month there were 5 volunteers that were awarded a coffee card.  
Carlo Calabrese for the long hours he spent working on the 4<sup>th</sup> of July breakfast;

Matt Brown for being at the First-Aid booth all 4 days during the 4<sup>th</sup> of July celebration at the park in Independence;

Rob Lozowski for the time he spent cleaning the apparatus and grounds preparing for the 4<sup>th</sup>;

Jose Chaves for helping with the new recruits during apparatus checks; and

Thoren Sode for helping the people at Skippers after the CPR call.

#### **TOPICS FOLLOWING THE PREPARATION OF THE ADENDA:**

**Chief Stange** – Stated he had a couple items to review.

He met with Chief Hertel and West Valley Fire and Sheridan Fire are sharing the same intern Fire Chief for 6 months. Chief Stange also stated that West Valley Fire, Sheridan Fire and SW Fire are looking at combining agencies.

Chief Stange announced there are plans to have an Open House on August 25<sup>th</sup>. He added he has made connections with Life Flight to land and have camping for volunteers with food and games.

**President Snair** – Asked about the parking lot?

**Chief Stange** – Stated to have the cracks redone we would be looking at \$11,000 - \$12,000. He added that the parking lot was done 2 years ago and he would inquire to get two more bids and get on a schedule to get the project done before weather changes.

**President Snair** – Asked when we got the new fire trucks.

**Chief Stange** – Stated 2015.

**President Snair** – Stated when the trucks arrived here he noticed the tire rubbing on the frame and it is still the case.

**Chief Stange** – Stated he thought it had been fixed and would look into it and make sure it is corrected.

#### **PUBLIC COMMENTS:**

None at this time.

#### **BOARD COMMENTS:**

**Secretary Franko** – Nothing at this time.

**Vice President Lippsmeyer** – Nothing at this time.

**President Snair** – Nothing at this time.

**EXECUTIVE SESSION:** President Snair adjourned the Regular Board Meeting at 6:26pm to go into Executive Session According to ORS 192.330 (2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations and added they would not be returning with any decisions.

Regular Board meeting adjourned at 6:26pm.

Minutes by Mary Carlson