**POLK COUNTY FIRE DISTRICT NO.1**

**Board of Directors**

**November 9th, 2023**

**6:00pm – Central Station**

**Location: 1800 Monmouth St., Independence, Or 97351**

**Also Virtually at:**

[**https://us02web.zoom.us/j/83280363029?pwd=NGRDbTVmOHJNMIRQR3ZSV055Um1wZz09**](https://us02web.zoom.us/j/83280363029?pwd=NGRDbTVmOHJNMIRQR3ZSV055Um1wZz09)

**Meeting ID: 832 8036 3029 - Passcode: 801072**

President Jeff Hamilton Chief Ben Stange

Vice President Cord Von Derahe DC Neal Olson

Secretary Mike Lippsmeyer DC Frank Ehrmantraut

Director Curtis Cole (Absent) DC Troy Crafton (Absent)

Director Dan Miller  Office Administrator Stephanie Hale

 Office Assistant Abigail Von Derahe

**CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE:** Anyone wishing to address the Board please sign the sheet on the back table with your name and topic that you would like to discuss. If you are online, please use the raise hand feature when it comes time for public comment. Comments are limited to three minutes but the Board welcomes additional information in writing. Typically, a speaker’s comment is taken under advisement to allow time for the Board to review an issue, however, the Board may ask a speaker for additional information or may convey to the speaker some information that addresses their comment.

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 October 12th, 2023 Regular Board Meeting Minutes
3. Financials:

3a. Approval of Disbursements for October 1-31, 2023

3b. Finance report for the month of October 2023

**President Hamilton** – Asked how the Board would like to take the agenda.

**Director Miller** – Stated to take the Agenda as a whole.

**Vice President Von Derahe**– Second.

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

**UNFINISHED BUSINESS: None at this time.**

**NEW BUSINESS: None at this time.**

**President Hamilton asked** about Chief Ehrmantraut’s October Events listed, specifically the Marion County ASA Data Workgroup, which is a Subcommittee of the Marion County ASA committee to standardize compliance, reporting to Marion County Health Department. What is this Workgroup?

**Chief Ehrmantraut stated** Marion County Health Department is responsible for ASA Compliance for the County. Recently Marion County hired an individual to monitor the program. This individual immediately recognized that there was no standard definitions for what should be an exception to response times. The subcommittee is looking at the exceptions and making sure they have definitions. They are also using raw dispatch data for future reporting.

**Chief Stange added** right now we self-report quarterly with Marion County in regards to our compliances reporting.

**Chief Stange updated** the Board on the Polk County ASA plan. At our last meeting, there was discussion about the shift with the ASA plan and assigned areas. Nothing in the proposal affected our boundaries. The people that were impacted were SW Polk and Dallas. We expressed to that group that it was vital to our community and service that Dallas Fire remain able to operate and their continued level. One of the concerns was if they took this many calls and this many resources and this much money, we would have to possibly shut down an ambulance. The Board looks at our mutual aid responses that we get from Dallas. There was talk about shutting one down, which effects our mutual aid response; we rely on their mutual aid. We brought the message that it is important to our fire district that Dallas be able to operate at their current level. The commissioners tasked SW Polk Fire and Dallas Fire to find a solution.

**Vice President Von Derahe stated** he likes that Chief Ehrmantraut is tracking the number of West Valley patients transferred out of district. West Valley has increased their services, but if they are to be transferred out of district, there could be an additional cost or delay to the appropriate care.

**CHIEFS REPORT:**

1. **Staffing Update:** Tirzah’s last day was October 27. Abi Von Derahe is working temporarily for the district. Josh Dalrymple’s last day was November 1 working for ODEM. We have two open paramedic positions on A & B shifts. We moved the two EMT-B from their 2-2-3 schedule to a 56-hr shift and hired a fulltime temporary EMT-B. We have 27 FF/EMT-B and four Paramedics on our hiring list. Testing and interviewing new Firefighter/Paramedics this week and next week. Goal is to get up to six per shift. Trying to get approval to get paramedic students to go in front of Civil Service so that they can interview before graduation so we can get them hired before they have other job offers given to them.

 **Secretary Lippsmeyer advised** that he sits on the Civil Service Commission meetings. The group is not well aligned with the urgency of the hiring process. Is there something we can press upon them regarding the need for more flexibility regarding the hiring process?

 **Vice-President Von Derahe asked** is there a way to convey a message from the Board that we want to give you some flexibility.

1. **Paper EMS Charting Retentions and Destruction:** Mia Moran, a summer intern hired using an SDAO grant, scanned, inputted, filed and then destroyed paper copies of EMS charts and files we stored due to having to keep them for 10 years or 10 years after they turned 18 year old. Mia had to go through every chart to find those that applied to the Rule and dispose of those that could be destroyed. We shredded 50 banker boxes over the three months she was here.
2. **Audit:** Reports should be coming in next month; Board members will be chosen at random to fill out the audit survey this year.
3. **Hose Testing:** Only had about a dozen hose lengths fail. The ones that failed however were due to be replaced or were older hose that were on their way to breaking.
4. **Halloween:** Chief Crafton and some of the crew went down to Main St. to hand out a few pounds of candy and then eventually made their way into the neighborhood to have a presence and to continue to hand out more candy to the community.
5. **OFDDA Conference:** Over all good conference.

*Asks Vice President Von Derahe to share his experience in attendance at the said conference:*

**Vice President Von Derahe** – Great conference with lots to learn. Not all classes are equal, but this year’s classes were very informative and done correctly. OSHA had a good presentation. Seaside Fire had a tiller truck that was shown. Chief Stange was one of the speakers – was a good two and a half days.

1. **Notable Incidents**: Last week there was an extrication – pictures out on social media put out by passer-byes; everything went super smooth, thanks to help from Independence Public Works. First chimney fire of the season – we still are renting out chimney brushes, and how we can help prevent these fires. Talked about how and if we have ever had any training with public works regarding the extrication we did with their help, and how do we go about maybe starting trainings with them to help in the future if we need to use their help.
2. **Member of the Month:** The November 2023 member of the month is Allison Wells. She graduated nursing school but still continues to come in and volunteer for the district. Even with being full time at Salem as a nurse, working nights and weekends, Allison will still come and help and if she doesn’t make it then she will stay and help to clean up and get the rigs back together.

**TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:**

Chief Stange recognized the members of the district who were Veterans Day in honor of the holiday; Chief Crafton, Chief Olson, Captain Martin, Director Cole, Rebecca Lewis, Captain Johnson, Firefighter Anderson, Fire Fighter Joles, Firefighter Taylor

**PUBLIC COMMENTS:** None at this time**.**

**BOARD MEMBER COMMENTS: None at this time**

**EXECUTIVE SESSION: According to ORS 192.660. If necessitated by business. None anticipated.**

**ADJOURNMENT:**

**President Hamilton adjourned the meeting at 6:30 pm**

**Minutes by Abigail Von Derahe**