

POLK COUNTY FIRE DISTRICT NO.1

Board of Directors

December 10, 2020

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 (Sta 90)

Vice President Jeff Hamilton (remote)

Secretary Cord Von Derahe (Sta 90)

Director Curtis Cole (Sta 90)

Director Freeman Stutzman (Sta 90)

Fire Chief Ben Stange (Sta 90)

DC Mike Mayfield (remote)

DC Neal Olson (remote)

Office Administrator Susan Shepard (Sta.90)

Office Assistant Mary Carlson (remote)

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

President Lippsmeyer 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.

President Lippsmeyer 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 November 12, 2020 Regular Board Meeting Minutes
- 3) Financials:
 - 3a. Approval of Disbursements for November 1-30, 2020
 - 3b. Finance report for the month of November 2020

President Lippsmeyer – Asked if there were any questions.

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

Director Cole – Stated to take the Agenda as a whole.

Director Stutzman – Second.

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

NEW BUSINESS:

A) 2019-2020 Audit

Chief Stange stated Grove, Mueller & Swank, PC has completed the financial audit for Fiscal Year 2019-2020. He added the complete audit report is in the packet. Chief Stange added the audit will need to be accepted by vote. Chief Stange introduced Tom Glogau, Polk County Fire District No.1 Auditor.

Tom Glogau, District Auditor, presented a handout that showed a summary of the last 3 years financial statements to the Board Members. Mr. Glogau stated the Fire District is in a sound position. The financial statement presented has smiley faces, which represents that the District met standard industry benchmarks. Mr. Glogau reviewed the General Fund summary and stated the dollars are slowly increasing, which means the District is living within the budget. He added the District is in good shape.

Mr. Glogau – Asked if there were any questions. No response, he thanked everyone for their time.

President Lippsmeyer – Asked the Board for a motion for acceptance of the 2019-2020 Audit.

Director Cole – Motioned to accept the 2019-2020 Audit as reviewed by Tom Glogau.

Director Freeman – Second.

President Lippsmeyer – All in favor, none opposed, 2019-2020 Audit approved.

UNFINISHED BUSINESS:

A) COVID-19 Update

- **RESPONSE – Chief Stange** stated there has been some very slight changes to our COVID-19 response protocol in the past month but it is mostly verbiage changes. Chief Stange added we have been transporting more known and suspected COVID patients.
- **DRILLS AND MEETINGS – Chief Stange** stated we will not have any more in person drills through the end of the year. We typically don't have drill during the weeks of Christmas and New Year's.
- **SUPPLIES – Chief Stange** stated the District feels comfortable with our current inventory of PPE.
- **FINANCIAL IMPACTS – Chief Stange** stated 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.
- **COMMUNITY INVOLVEMENT – Chief Stange** stated in order to continue to be involved with community holiday events, we put holiday lights on the fire station. The District won an award from Making Sprits Bright.
- **OTHER – Chief Stange** stated we have nearly completed all tasks required by Oregon OSHA through the COVID-19 Temporary Rule. The final task is ensuring that all members receive the infection control training required by the Rule. This training is happening throughout this week and is required to be completed by December 21st.

B) Urban Renewal Districts

Chief Stange – Stated at the end of the November Board meeting, there was a general consensus that the Board should make a statement to the Monmouth Urban Renewal Agency regarding the impact the Urban Renewal District has on our District. He added he has attached a draft letter for the Board's consideration. Chief Stange stated he has met with Monmouth's City Manager, Marty Wine, and discussed this issue. He added that if the Board would like to provide an oral testimony at a meeting rather than or in addition to written, this can be arranged. Chief Stange stated there are three new City Counselors beginning a four-year term in January, so it would be most effective to wait a few weeks until the newly elected Counselors take their seats. Monmouth's City Manager has offered to attend a PCFD Board meeting if the Board would like greater detail regarding the projects that will be happening over the next five years.

Chief Stange - Reviewed a draft letter to the Monmouth Urban Renewal District.

President Lippsmeyer and Vice President Hamilton agreed the letter was sufficient and appropriate.

President Lippsmeyer – Asked what the Board would like to do.

Director Stutzman – Stated to accept the letter as written.

President Lippsmeyer - All in favor, none opposed, to accept the letter as written to present to the Monmouth Urban Renewal Agency.

C) Alyrica Internet "Micro POP" at Station 70

Chief Stange stated a draft of a contract with Alyrica Networks has been completed to place a "micro pop" tower on top of Station 70. Chief Stange stated the draft is in the materials, and does not meet the requirements of an item requiring Board action. He added if there is any concerns from the Board that they could contact him before the Agreement is signed.

CHIEF'S REPORT:

- A) **Fire District Christmas Party – Chief Stange** state there will be a virtual District Christmas Party next Wednesday. He explained different ideas to make this party successful.
- B) **Notable Incidents – Chief Stange** stated there were no fires or vehicle accidents. He added we did have several alarm calls.
- C) **Member of the Month** – Member of the month was Susan Shepard.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:

None at this time.

PUBLIC COMMENTS:

None at this time.

BOARD MEMBER COMMENTS:

Vice President Hamilton wished everyone a Merry Christmas.

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

Not necessary at this time.

ADJOURNMENT:

President Lippsmeyer – Meeting adjourned at 6:35pm.

Minutes by Mary Carlson.