

**POLK COUNTY FIRE DISTRICT NO.1**  
**REGULAR BOARD MEETING**  
**December 13, 2018**  
**6:00pm – Central Station**

**BOARD MEMBERS:**

President Tom Snair  
Vice President Mike Lippsmeyer  
Secretary Joe Franko  
Director Freeman Stutzman  
Director (open position)

**STAFF:**

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

**MEETING CALLED TO ORDER**

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

**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 November 1-30 2018.
- B) Finance report for the month of November 2018.
- C) Approve November 8, 2018 Regular Board Meeting Minutes.

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

**Secretary Franko** – Stated to take the Agenda as a whole.

**Vice President Lippsmeyer** – Second.

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

**UNFINISHED BUSINESS**

- A) **Board Member Resignation/Appointment – Chief Stange** stated Dennis King resigned due to personal reasons. He added that two Board Members had interviewed Kent Zwicker last week and Jeff Hamilton this week. Chief Stange stated they are both good candidates.  
**Vice President Lippsmeyer** – Agreed with Chief Stange. He added that after talking to the two candidates he recommends Jeff Hamilton to fill the vacant Board Member position.  
**President Snair** – Asked if there is a motion.  
**Vice President Lippsmeyer** – Motion to elect Jeff Hamilton to fill the vacant position on the Board.  
**Secretary Franko** – Second.  
**President Snair** – All in favor, none opposed, motion carried.  
**President Snair** – Stated that for the next 3 months he would be in Arizona and will miss the meetings.

**NEW BUSINESS**

- A) **Hiring of Part Time Fire Inspector (budgeted item 5020) - Chief Stange** stated that he has changed the title of the Part Time Fire Marshal to a Part Time Fire Inspector due to our Civil Service procedures. Chief Stange presented the outline for this position: Job Position will be

posted Dec. 17, 2018, due to the end of the year and the holidays closing for this position will be February 1, 2019, Interviews the week of February 19<sup>th</sup>, hiring March 2019; start date of April 1, 2019. Chief Stange reviewed the salary range and it will be dependent on experience.

**Director Stutzman** – Asked if this was a shared position with Dallas Fire?

**Chief Stange** – Stated the Dallas is no longer going to hire in that position, so no.

**Secretary Franko** – Asked if this Fire Inspector would need any training?

**Chief Stange** – Stated there is certain criteria this individual has to meet for this position.

**President Snair** – Asked when the Fire Marshal position was cut at the District.

**Chief Stange** – Stated in 2012 due to budget.

**President Snair** – Asked why not contract for this position?

**Chief Stange** – Stated the liability is high for the contractor and it also puts the District in a risky position as well.

**President Snair** – Asked if there is a motion.

**Vice President Lippsmeyer** – Motioned for the hiring of a Fire Inspector at the documented wage rates of \$28 to \$41 per hour.

**Secretary Franko** - Second.

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

B) **Bay Door Replacement (budgeted item L-7005)** – **Chief Stange** stated the bay door replacements are a budgeted item from the Laudahl Fund. Chief Stange added the plan is to start by replacing five doors with this year's budget and finish them with next year's budget. He explained that with the age of our current bay doors they are becoming a high maintenance expense. Chief Stange referred to the bid in the Board Books from Overhead Door in Salem, he added that the new doors will come with a photo eye for safety. The appearance of the doors will have more glass which allows everyone to see our apparatus.

**President Snair** – Asked the Chief if he only got one bid.

**Chief Stange** – Answered yes, that this company has been working on our doors for many years and we have a contract with them. They also service Salem Fire, McMinnville Fire and many other fire agencies in the Willamette Valley.

**Vice President Lippsmeyer** – Asked why we are only replacing five bay doors and not all nine doors at this time.

**Chief Stange** – Stated that is the amount that was budgeted.

**President Snair** – Asked if we should get a second bid?

**Secretary Franko** – Stated they are a good company, been around for a long time and he was comfortable with them doing the job.

**President Snair** – Asked for a motion.

**Vice President Lippsmeyer** – Motioned for the purchase of five bay doors with motors and seals according to the bid presented.

**Director Stutzman** – Second.

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

C) **Guiding Principles** – **Chief Stange** stated on November 28<sup>th</sup> the District had a workshop, with Bill Anderson from SDAO facilitating, regarding our Vision, Mission and Values statements, referred to as Guiding Principles. Chief Stange presented each Guiding Principle and reviewed with the Board what decided (consensus) was from that meeting.

**Vice President Lippsmeyer** – Motion to accept the Guiding Principles as presented by Chief Stange.

**Director Stutzman** – Second.

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

## CHIEF'S REPORT

- A) **Testing Process for FF/P Complete** – **Chief Stange** stated we had 28 applicants for the testing process and ended up with a Hiring List of 12 candidates.
- B) **Received Health and Safety Grant from SDAO** – **Chief Stange** stated this is a 50/50 Grant that we will received for \$3,925. The plan for this grant is to purchase a turnout dryer.
- C) **Strategic Planning Process Update** – **Chief Stange** stated he has met separately with the three shifts, volunteers and administration regarding the Districts strengths and weaknesses. He has compiled them into a summary and on January 8<sup>th</sup> at 8:30am the District will be meeting for a Strategic Plan Meeting to discuss our three-year Goals and Objectives. The Board is invited to attend also.
- D) **Notable Incidents - Chief Stange** stated we had a house fire in Monmouth and a couple situations that happened were: first, there was a problem with a lack of response from one of our mutual aid partners. Second, a fire fighter fell down and could not get up due to lots of stuff in the house. Another incident was an MVA, which resulted in fatality. The car caught fire and the three children were rescued but unfortunately the mother perished. Chief Stange added all three of our Chaplains helped on this call in different capacities (incident, hospital, notifications).
- E) **Member of the Month** – **Chief Stange** stated Jim Burke was the Member of the Month. Lieutenant Burke was also the Crew Boss at the Camp Fire in California and the reports showed good leadership.

#### **TOPICS FOLLOWING THE PREPARATION OF THE AGENDA**

Chief Stange stated West Valley Fire and Sheridan Fire voted on their new Fire Chief. Chief Hertel, current Dallas Fire Chief, was selected and will now be the Chief for both West Valley and Sheridan Fire Districts.

Chief Stange added that Amity Fire and McMinnville Fire are continuing to move forward on their merger.

#### **BOARD MEMBER COMMENTS**

**Director Stutzman** – Nothing at this time.

**Secretary Franko** – Asked if there is a way to educate the public about the dangers of hoarding.

**Chief Stange** – Stated there are no codes regarding this situation.

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

**President Snair** – Wished everyone a Merry Christmas and thanked everyone for everything they do.

**President Snair** – Adjourned the meeting at 6:30pm

Minutes by Mary Carlson.