

POLK COUNTY FIRE DISTRICT NO.1

Board of Directors

February 13, 2020

6:00pm – Central Station

President Mike Lippsmeyer

Secretary Cord Von Derahe

Director Curtis Cole

ABSENT:

Director Freeman Stutzman

Vice President Jeff Hamilton

Chief Ben Stange

DC Mike Mayfield

Office Administrator Susan Shepard

Office Assistant Mary Carlson

ABSENT:

DC Neal Olson

MEETING CALLED TO ORDER:

President Lippsmeyer 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 ANY OF THE AGENDA ITEMS:

No comments.

CONSENT AGENDA:

- 1) Board Agenda.
- 2) Approve January 9, 2020 Regular Board Meeting Minutes.
- 3) Financials:
 - 3a. Approval of Disbursements for January 1-31, 2020.
 - 3b. Finance report for the month of January 2020.

President Lippsmeyer – Asked if a check written to SDIS for \$68,736 is a onetime annual payment.

Chief Stange – Stated that it is.

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

Secretary Von Derahe – Stated to take it as a whole.

Director Cole – Second.

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

UNFINISHED BUSINESS:

Nothing at this time.

NEW BUSINESS:

a) Appointment of Budget Officer -

Secretary Von Derahe – I move to appoint Chief Stange as Budget Officer for the Fiscal Year 2020-2021.

Director Cole – Second.

President Lippsmeyer – All in favor, none opposed, motion carried.

b) Presentation – EMS Mutual Aid with Dallas – Chief Stange presented a power point on EMS mutual aid between Dallas Fire & EMS and PCFD. Chief Stange explained the purpose of this presentation was to put into context the amount of aid provided to and received from Dallas Fire & EMS. He presented a graph that explained how frequently we are each

requested by one another as well as how often the units are canceled with no patient contact. Chief Stange reviewed the number of requests that makeup the call volume and how West Valley Hospital transfers are handled between Dallas Fire and EMS and Polk Fire.

- c) **Re-drawing of ODF Boundaries – Chief Stange** presented a boundary map showing the current Oregon Dept. Forestry (ODF) lands and what they are proposing to change. He explained the pros and cons for the District stating that if a wildland fire is within the ODF boundary the District would be paid from ODF. He added that the owners of the property that would change to ODF lands would have fees to pay and they would have to abide by the ODF burning rules. The largest advantage for the District would be that wildland resources that are utilized, such as on the Ohms Rd fire, would be paid for by ODF.

Director Cole – Asked why ODF wants to do this.

Chief Stange – Stated that OAR deals with certain vegetation that it identifies as lands that should be within ODF boundaries.

Secretary Von Derahe – Asked if this was state wide.

Chief Stange – Stated it was and Benton County went through this last year.

Secretary Von Derahe – Asked if there was any information on their process.

Chief Stange – Stated he did not have any information regarding Benton County. Chief Stange offered to invite ODF to our next month's meeting to answer some of these questions and other questions that the Board or anyone might have.

- d) **Handbook Update – Chief Stange** stated the update on our Employee and Volunteer Handbook has 11 Sections. He added that the Board approved the changes to the Non-Discrimination, Harassment and Retaliation section last month. Chief Stange stated at this time he is presenting proposed changes to the Payroll, Scheduling and Overtime Practices section. He would like to discuss each Section with proposed changes and make modifications where necessary, then have one vote at the end of the update for the entire Handbook. Chief Stange asked if there were any questions.

Secretary Von Derahe – Stated with the majority of the District's staff working the 48-96 shift, he was wondering if adding something like 'a normal work week being 40 hours or as specified in the Collective Bargaining Agreement' would bring clarification to the scheduling and overtime section. He also asked that Chief Stange double check to confirm changes in the PERS language wouldn't impact any employee benefits.

Chief Stange – Agreed.

- e) **2020 Standard of Cover Update – Part 1 – Chief Stange** stated that the first Standard of Cover was in 2017. He added that a couple of changes have occurred since then and it was time to update. Chief Stange stated our staffing went from three Firefighters/Paramedic to four and the addition of a part-time Fire Inspector. He added the first several sections that is being presented is an orientation of the Fire District. Chief Stange added that once all the sections of the Standard of Cover have been updated, the Board can vote to accept the document as a whole. He reviewed aspects of the profile of the district and demographics of the community.

- f) **Moving April Board Meeting – Chief Stange** requested a date change of the April Board Meeting from Thursday, April 9th to Tuesday, April 7th due to a conflict he has with an SDAO strategic business planning session.

Secretary Von Derahe – Motioned to move April Board Meeting move to Tuesday, April 7th.

Director Cole – Second.

President Lippsmeyer – All in favor, none opposed, motion passed.

CHIEF'S REPORT:

- a) **Special District Association of Oregon Conference – Chief Stange** stated that he and Susan attended the conference. Chief Stange stated he attended a class regarding cyber issues. He added there have been huge cyber claims and if you have Windows 7 that it was time to get

rid of it due to it being a high risk of exposure. He added that use of facilities and equipment to third parties is also a high risk.

Susan stated she attended a class on HR which was very good. There are several new laws that were discussed.

- b) **Recruit Academy started February 5th** – **Chief Stange** stated the academy started last week with 14 recruits, of which 3 are our residents. He added that for this week's class Captain Paoli took them to visit Dispatch (WVCC) so they could understand how our dispatch works.
- c) **Notable Incidents** – **Chief Stange** stated on January 14th there were three motor vehicle crashes on Highway 99 South due to icy spots on the roadways. He added on February 2nd we had an apartment fire call which ended up being a kitchen fire.
- d) **Member of the Month** – **Chief Stange** stated Kimber Townsend was member of the month for all her time spent on the Christmas party.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:

Chief Stange stated he had a few additions. He stated we were awarded a Safety Grant from Special Districts (SDIS) for outdoor lighting. Part of which was a project Chief Mayfield has been working on with Pacific Power and Light for a light pole across from the vehicle washing station that would provide lighting for both sides of the apparatus when washing at night. The other part of the grant has been used for improving lighting around the station and the drill tower.

Chief Stange stated we received the Spirit Mountain Grant for ventilators/CPAPs/BiPAPs. Chief Stange stated he'll be receiving the check at a ceremony on March 11th.

Chief Stange stated ISO was here on Feb. 12th for regrading. He added the ISO rating is a result of grading on water systems, training, apparatus, equipment on apparatus, dispatch and prevention. Chief Stange added that our rating also effects premiums on home owner's insurance. Chief Stange stated we should hear results from them in approximately 30 days.

Chief Stange reminded everyone that the Banquet is March 7th, at Green Villa Barn. He added it starts at 5:30 for social, awards at 6:00 and dinner to follow.

PUBLIC COMMENTS:

None at this time.

BOARD MEMBER COMMENTS:

Director Cole – Nothing at this time.

Secretary Von Derahe – Thanked everyone for jobs well done.

President Lippsmeyer – Nothing at this time.

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

Not at this time.

ADJOURNMENT:

President Lippsmeyer adjourned the Board Meeting at 7:08 pm.

Minutes by Mary Carlson.