**POLK COUNTY FIRE DISTRICT NO.1**

**Board of Directors**

**July 13th, 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 Mike Lippsmeyer Chief Ben Stange

Vice President Jeff Hamilton (Absent)  DC Neal Olson (Absent)

Secretary Cord Von Derahe DC Frank Ehrmantraut (Virtual)

Director Curtis Cole (Absent) DC Troy Crafton

Director Dan Miller  Office Administrator Stephanie Hale

Office Assistant Tirzah Romero-Reddick

**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 June 8th, 2023 Regular Board Meeting Minutes
3. Financials:

3a. Approval of Disbursements for June 1-30, 2023

3b. Finance report for the month of June 2023

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

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

**Director Miller** – Second.

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

**UNFINISHED BUSINESS:** Nothing at this time.

**NEW BUSINESS:**

1. **Election of Board Officers – Chief Stange stated** every two years, Board Officers are re-elected. There are three roles up for election: President, Vice President, and Secretary/Treasurer. Up to two terms can be served consecutively in the same position but the following term has to be a different position on the board.

**Mike Lippsmeyer – motioned** for Jeff Hamilton as President, Cord Von Derahe as Vice President, and Lippsmeyer as Secretary/Treasurer.

**Director Miller – seconded**

**All in favor, none opposed, carried – Approved.**

1. **Selection of Regular Board Meeting Dates, Time, Place, and Meeting Posting Location – Chief Stange stated** this [sections b-e] is to review annually for best practice. For years, the Board has met at 6pm on the second Thursday of the month at Station 90. Notifications are posted, at Station 90, Independence City Hall, Monmouth City Hall, and online.

**The Board agreed to no changes to regular Board meeting date, time, place, and meeting posting location.**

1. **Reminder of Insurance Agent of Record – Chief Stange stated** Polk County Fire District is insured through the Special Districts Insurance Services Trust (SDIS).
2. **Reminder of Attorney of Record – Chief Stange stated** Polk County Fire District uses Local Government Law Group, a division of Speer Hoyt LLC.
3. **Designation of Legal Publications Newspaper – Chief Stange stated** for legally required publications, the District posts in the Itemizer Observer.

**Vice President Von Derahe – asked** about the need for posting in the newspaper.

**Chief Stange – answered** the need comes from certain rules and statutes that must be followed.

1. **Auditor Contract – Chief Stange stated** there are no major changes. While it is one firm, they rotate who audits PCFD every couple of years, so it isn’t the same person year after year. The cost changed very minimally. The Board has two different options. 1. Contract for auditing services from Grove, Mueller, & Swank, PC. 2. Instruct staff to locate alternative auditors.

**Vice President Von Derahe – asked** Chief Stange about page 2 of the agreement (See Attached) on significant risks.Were the tasks talked about last year?

**Chief Stange – answered** yes. The tasks [the auditors] had recommended have been taken care of. However, a policy about receiving an audit or something to that effect is still to be completed.

**Secretary Lippsmeyer – motioned** that they accept the Service Agreement with Grove Mueller & Swank, PC dated June 19, 2023.

**Director Miller – Seconded**

**All in favor, none opposed, carried – Approved**

**CHIEFS REPORT:**

1. **Notable Incidents – Chief Stange stated** Firefighter/EMT Basic was hired at the beginning of the year. On June 26, 2023 an additional Firefighter/EMT Basic was hired. They work a 2-2-3 schedule, every day from 7am to 7pm. On Saturday the 24, 2023 there was a grass fire dispatched out in Buena Vista. Due to the water tender being nearby for a training, the 50x100 fire was extinguished very quickly. Later that night there was a large bark dust fire at Marr Bros. On Sunday the 25th there was a house fire on Log Cabin St. in Independence. That was a working offensive structure fire. There were 16 firefighters on scene. At 2 am on June 30th, PCFD had a fire call that was most likely caused by fireworks, lighting fire to the arborvitae across from Madrona Park on Edwards St. Later that evening there was a cooking fire in an unoccupied apartment. The next-door neighbor extinguished the fire through a small window. The next day there was a 3-acre field fire out on Simpson Rd. handled by eight apparatus. The day after that there were three more bark dust fires. On the 4th of July there were approximately 1,200 individuals (possibly more) served at the pancake feed. The crew then left for the parade and assisted with a couple patients during the event. There was also a grass fire in Corvallis. While on that fire, the two fire chiefs asked for those willing and available to help with another fire nearby. On the 5th there was a small fire behind Western Oregon University Library where Chief Ehrmantraut and Chief Crafton attended to a vehicle fire. PCFD also helped Dallas on a house fire. While that was happening, there was a second house fire in Dallas. Later that same afternoon, Chief Ehrmantraut went as Duty Officer to a large fire on Fir Grove Rd. That fire was a unified command that was joined with the Oregon Department of Forestry. The helicopter made 62 drops. It was a significant incident. Last Friday evening, there was also a fire at Maxfield Creek area.
2. **Member of the Month – Chief Stange stated** Skylar Li, one of the residents, is member of the month of July. He assisted the rep in the maintenance of all the air packs, washing rigs and other helpful duties around the station. He has grown more engaged and motivated, and has really become a great asset for PCFD and for himself.

**TOPICS FOLLOWING THE PREPARATION OF THE AGENDA: Chief Stange stated**, as members of the Board may have been following the percentages of the budget. Previously, there was a discussion about hiring on additional personnel. In March, the budget should have been 75% and PCFD was at 85%. April came in at 115% of the budget, May was 128% and by June PCFD was at 141% above our anticipated revenue. It has grown significantly. Since the funds exist, Chief Stange would like to move forward with hiring more personnel, with the knowledge that the Board will have to approve the transfer of funds in a few months.

**Chief Stange asked** if the Board members would be able to reschedule the August Board meeting to the following week.

**The Board Members agreed to move the meeting to August 17, 2023 at 6pm.**

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

**BOARD MEMBER COMMENTS:**

**Director Miller – stated** sounds like it had been very busy. Good job on finding more money.

**Secretary Lippsmeyer – stated** looking at the calls, congratulations to everyone keeping on top of things. Quite impressive being on top of things.

**Vice President Von Derahe – stated** good job everybody, and good job on the 4th of July. That day with the two fires in Dallas, it was hot and a lot of work, so thank you. Also, want to thank Ex-President Lippsmeyer for the last 4 years of being the President of the Board.

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

**ADJOURNMENT:**

**Vice President Von Derahe adjourned the meeting at 6:34 pm**

**Minutes by Tirzah Romero-Reddick**