

POLK COUNTY FIRE DISTRICT NO.1

Board of Directors

December 10, 2019

6:00pm – Central Station

President Mike Lippsmeyer
Vice President Jeff Hamilton
Secretary Cord Von Derahe
Director Curtis Cole
Director Freeman Stutzman
Director Curtis Cole

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

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 November 14, 2019 Regular Board Meeting Minutes
- 3) Financials:
 - 3a. Approval of Disbursements for November 1-30, 2019.
 - 3b. Approval of Finance Report for month of November 2019.

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

Vice President Hamilton – Stated to take it as a whole.

Secretary Von Derahe – Second.

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

NEW BUSINESS:

Nothing at this time.

OLD BUSINESS:

a) **Presentation – Changes to Training**

Chief Olson - Presented a power point titled Training Division. The presentation explained what the training standards are for the District and also identified programs that have been implemented in order to improve and standardize training. and reviewed these points:

Chief Olson - asked if there were any questions.

President Lippsmeyer – Asked how tracking of training and skills are done.

Chief Olson – Stated the Score Board Points and responses are entered in the computer by hand.

Director Cole – Stated he would like a Training Calendar added to the Board Book.

Chief Olson – Stated he would do that.

b) **Presentation – The Equipment Replacement Plan.**

Chief Stange - Presented a power point regarding the Equipment Replacement Plan. The presentation reviewed the current apparatus the District has, changes that should be considered

(including retiring the heavy rescue and replacing some Type I engines with Type VI engines), and how these options could be funded using bonds in the future. It also concluded that even using bonds to fund the fire apparatus, the District still needs to try and set aside \$75,000 every year for other equipment and vehicles.

Chief Stange - Asked if there were any question.

Vice President Hamilton – Asked if changing the types of engines would have any effects on the District’s ability to participate in conflagrations.

Chief Stange – Stated the replacement of Type I’s with Type VI’s would reduce the ability of the District to send apparatus on conflagrations.

Director Cole – Stated if we can’t fill the needs the District doesn’t get reimbursed.

Chief Stange – Agreed.

c) **Employee Handbook Changes: Non-Discrimination, Harassment, and Retaliation.**

Chief Stange stated with the passing of Senate Bill 479 requiring public employers to adopt policies to prevent workplace harassment, our Employee Handbooks needed to be updated by January 1st, 2020.

Chief Stange handed out Exhibit A (Changes to Employee Handbook) and reviewed the changes, updates and the new policy to keep the District in compliance with this new law.

Secretary Von Derahe – Asked what would happen if a complaint is an internal complaint and the Fire Chief is the problem. He added the change in the Handbook states to report to the Fire Chief.

Chief Stange – Stated the complaint should be directed to the Deputy Chief in that situation or if the Fire Chief is not available for a complaint.

Chief Stange – Recommended to the Board to make all changes in Exhibit A as discussed.

President Lippsmeyer – Motioned to accept the changes to the Handbook made in Exhibit A with the policy on HIPPA being moved to the section of the Handbook title “What the District Expects from You” and the addition that if somebody doesn’t want to report a complaint to the Fire Chief they can report it to any other Chief Officer.

Secretary Von Derahe – Second.

President Lippsmeyer – All is favor – none opposed – motion passed.

d) **Compliance Engine for Fire Protection Systems** – **Fire Inspector Crafton** stated that fire agencies across Oregon, including Salem, Keizer, and Eugene/Springfield have joined Brycer Compliance Engine. He added that the Compliance Engine is a web-based service for code officials to track and drive inspections, testing and maintenance for code compliance on fire protection systems, backflow devices and elevators. Result is reduction in false alarm activity and provides safer communities through third party inspections. Inspector Crafton stated there is no cost to the District. He added that he feels this would be a great benefit to the District because it is a proactive and efficient process to review repots, track deficiencies, notify businesses, and ensure compliance.

Chief Stange – Explained that he wanted to present this as an informational item because it could potentially add a small expense to local businesses when they have their fire systems tested.

e) **Civic Ready – Community Mass Notification** - **Chief Stange** stated agencies across Polk County have come together to provide an “all-agency” emergency notification system. He added Polk County Fire District No.1 is using the system for emergency notifications only. Chief Stange presented a handout explaining how to sign up to receive important emergency notifications.

CHIEF’S REPORT:

a) **New Brush Vehicle (type VI engine)** – **Chief Stange** stated we have received the new Brush Rig. It’s at the radio shop and Captain Rusher is setting up for the logo’s to be put on.

- b) **Acknowledge the Help of Monmouth Power and Light** – **Chief Stange** stated that Monmouth Power and Light put in four poles out by the training tower which will be used for building a roof prop for training.
- c) **Events on Weekend of December 7th** – **Chief Stange** stated Polk County Firefighters are doing a Chili Cook-off at the Monmouth Park as part of the Holiday event at Monmouth Park. He added the Parade of Lights in Independence will follow later that same day.
- d) **PCFD Holiday Party December 18th** – **Chief Stange** invited everyone to the Christmas Party at Station 90 at 6:00pm.
- e) **SDAO Conference February 6-9, 2020 in Seaside** – **Chief Stange** announced the SDAO Conference and encouraged Board Members to go.
- f) **Notable Incidents** – **Chief Stange** stated we had a small house fire on Stapleton Road on the 17th. an oil fire on a stove on the 18th and a couple rollover crashes.
- g) **Member of the Month** – **Chief Stange** stated Members of the month recognized for December were Jimmy Libke and Josh Dalrymple.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:

Nothing at this time.

PUBLIC COMMENTS:

None at this time.

BOARD MEMBER COMMENTS:

Director Freeman – Wished everyone a happy holiday.

Director Cole – No comment.

Secretary Von Derahe – No comment.

Vice President Hamilton – No comment.

President Lippsmeyer – No comment.

EXECUTIVE SESSION: According to ORS 192.660 (If necessitate by business) - Not at this time.

ADJOURNMENT:

President Lippsmeyer adjourned the Board Meeting at 7:10pm

Minutes by Mary Carlson