

**POLK COUNTY FIRE DISTRICT NO.1**

**Board of Directors**

**November 14, 2019**

**6:00pm – Central Station**

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

**Chief Ben Stange**  
**DC Neal Olson**  
**DC Mike Mayfield**  
**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 October 10, 2019 Regular Board Meeting Minutes
- 3) Financials:
  - 3a. Approval of Disbursements for October 1-31, 2019.
  - 3b. Finance report for the month of October 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.

**UNFINISHED BUSINESS:**

Nothing at this time.

**NEW BUSINESS:**

- A) Annual Audit Report for FY 2019-20 – Tom Glogau, District Auditor, presented a handout that shows the last 3 years financial statements to the Board Members. Mr. Glogau stated the Fire District is in a sound position. The Financial Statement he presented has smiley faces, which represents the District having met the benchmarks established. Mr. Glogau reviewed the General Fund Summary and stated the dollars are slowing increasing, which means the District is living within the budget. He added the dollars for ending balances have been increasing through the years.

**Mr. Glogau** – Asked if there were any questions.

**Chief Stange** – Asked Mr. Glogau to explain their assessment of the District’s processes.

**Mr. Glogau** - Stated everything looked fine. He added that what they look at internally is that dollars spent are authorized and that income goes to the bank. Mr. Glogau stated that nothing was found and the internal process is good.

## **NEW BUSINESS:**

- a) **Troy Crafton Fire Marshal Certification – Chief Stange** announced that Fire Inspector Troy Crafton has received his Fire Marshal Certification. He introduced Deputy Shannon Miller, from the Oregon State Fire Marshal Office, who is here to present Troy Crafton with this certification.  
After the presentation, there will be a short break for cake and congratulations.
- b) **Presentation – The Budget through 2024-25 - Chief Stange** presented a power point regarding the District Budget - 5 years out. Chief's presentation reviewed:
  - 1) Revenue
  - 2) Expenditures
  - 3) PERS
  - 4) Charts showing expenditures and revenue for the five years
- c) **Increasing Hours of Fire Inspector – Chief Stange** requested an increase of 4 hours a week for the Fire Inspector so he would have three 8-hour days. Chief Stange explained how having two 8-hour days and one 4-hour day (20 hours a week) has been difficult to find the most efficient workweek schedule. Chief Stange presented two options:
  - 1) Leave Fire Inspector's workweek at twenty hours.
  - 2) Increase Fire Inspector's workweek to twenty-four hours.Chief Stange recommendations is Option 2.  
**President Lippsmeyer** – Asked what the Board would like to do.  
**Director Stutzman** – Motion to increase Fire Inspector's workweek to twenty-four hours a week.  
**Secretary Von Derahe** – Second.  
**President Lippsmeyer** – All in favor, none opposed, carried – Motion approved.

## **CHIEF'S REPORT:**

- a) **New medic unit received – Chief Stange** stated we have received the rechasised medic and Chief Mayfield is working on getting it ready for service.
- b) **Annexation in Independence – Chief Stange** stated the property between Talmadge Road and 13<sup>th</sup> Street, approximately 72 acres, is being rezoned for single family dwellings.
- c) **Oregon Fire District Directors Association (OFDDA) Conference – Chief Stange** stated that he, Susan Shepard and Cord Von Derahe attended the conference. He added it was a good conference and good classes.
- d) **Fire Prevention Month Activities – Chief Stange** stated that October is Fire Prevention Month and we saw 300 kids from surrounding elementary schools visit here at the fire station.
- e) **Inspector Crafton as Guest Instructor – Chief Stange** stated that Inspector Crafton was a guest speaker for a CSI Class at Western Oregon University.
- f) **Jog-a-Thon – Chief Stange** stated we were invited to join in the Jog-a-Thon at Monmouth Elementary School. He added we showed up, along with the Monmouth Police Department and C Shift ran the job-a-thon with the kids, and they were in full fire gear.
- g) **PCFD Mobilization to California – Chief Stange** stated the District sent Captain Mike Kissell and a vehicle to the Kincade Fire.
- h) **P1FFA Chili Feed at Making Spirits Bright Dec. 7<sup>th</sup> – Chief Stange** announced that P1FFA will be having a Chili Cook Off. It will be held at the Monmouth City Park during the Making Spirits Bright event.
- i) **Notable Incidents – Chief Stange** stated we responded to a fire with SW Polk with water supply.
- j) **Member of the Month – Chief Stange** announced that Charlie Way, who was a Resident and went to Volunteer status attends drills and responds to calls was recognized as Member of the Month.

**TOPICS FOLLOWING THE PREPARATION OF THE AGENDA** – Nothing at this time.

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

**BOARD MEMBER COMMENTS** –

**Vice President Hamilton** – Stated that he is interested in helping with the Central High School EMS class, and wanted to make sure it was ok.

No objections were noted.

**Secretary Von Derahe** – Nothing at this time.

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

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

**President Lippsmeyer** – Extended thanks to Troy Crafton for work well done.

**President Lippsmeyer** adjourned the meeting at 7:13pm.

Minutes by Mary Carlson.