

POLK COUNTY FIRE DISTRICT NO.1
Board of Directors
April 7, 2020
6:00pm – Central Station

LOCATION: Meeting will be streamed at the Central Fire Station, 1800 Monmouth St., Independence, Or. 97351 where public comment will be allowed. Directors will be remote.

President Mike Lippsmeyer	Chief Ben Stange (at Station 90)
Vice President Jeff Hamilton	DC Neal Olson
Director Curtis Cole	DC Mike Mayfield
Director Freeman Stutzman (at Station 90)	Office Administrator Susan Shepard
ABSENT:	Office Assistant Mary Carlson
Secretary Cord Von Derahe	

President Lippsmeyer called the meeting to order at 6:00. He proceeded with a roll call of Board Members.

Vice President Hamilton – here
Director Cole – here
Director Freeman – here
Secretary Von Derahe – Absent
President Lippsmeyer - here

President Lippsmeyer stated anyone wishing to address the Board to please sign the sheet on the back table with your name and topic that you would like to discuss.
He added the 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 March 12, 2020 Regular Board Meeting Minutes
- 3) Financials:
 - 3a. Approval of Disbursements for March 1-31, 2020
 - 3b. Finance report for the month of March 2020

President Lippsmeyer – Asked why the overtime seemed low, dollar wise.

Chief Stange – Stated there is no vacations at this time and our new employees have not accrued vacation yet.

President Lippsmeyer – Asked when the transfer to the Equipment Reserve Fund will be completed.

Chief Stange – Stated he has been watching the COVID-19 expenses and should have an answer in another month.

President Lippsmeyer - Asked why there were eight voided checks.

Susan Shepard – Stated they were inadvertently left in the printer after a batch of payables.

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

Director Cole – Stated to take the Agenda as a whole.

Vice President – Second.

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

UNFINISHED BUSINESS:

a) COVID-19 Response

Chief Stange stated:

- The District has a response protocol in place.
- A crew exposure procedure specific to COVID-19. Chief Stange stated a crew had to self-isolate for 24 hours after a potential exposure. During that time, each crew member and their family had direct contact with Dr. Lucas, Districts Physician Advisor.
- Dispatch has call questioning that has evolved as we have moved forward. Chief Stange stated there was a meetings with WVCC regarding directions to the caller. Chief Stange stated the issue is safety for our crews on a confirmed COVID-19 patient.
- Chief Stange stated that Chief Mayfield contacted the Nursing Homes, Assisted Living Residents, and Care Homes in our District with training the facilities with PPE.
- A system is implemented for if/when we are notified of a positive patient whom our EMS system transported.
- The Station has been closed since March 17th with the exception of some maintenance critical to response or health and safety of staff.
- Daily virtual operations briefings and weekly all-personnel briefings taking place.

SUPPLIES:

- Chief Stange stated we are comfortable with our PPE stock. We are covered for several weeks.

COMMUNITY INVOLVEMENT:

- Conducting live online educational classes for kids every Wednesday in April.
- We are a part of a small group of local leader's coordination response, communication, and recovery considerations within the community.
- We have highlighted the importance of our responders' responsibilities as mandatory reporters.

FINANCIAL IMPACTS:

- FEMA paperwork has been submitted with costs to include medical supplies (PPE) overtime costs, community outreach and costs related with remote work.
- Our transports are drastically down which will result in less transport revenue than expected.
- We had expected PERS rates to stay constant in 2023, with the market impact, this is looking increasingly unlikely.

OUTLOOK:

- Public meeting laws may not be modified before our Budget Committee meets. Chief Stange stated we may meet for the Budget Committee Meeting via Zoom, or in a gym. He added we need to find a way to have the meeting. He added the 4th of July Breakfast will be different this year. Chief Stange stated that P1FFA is flexible and there has been a discussion about a drive through breakfast.
- Chief Stange stated the May 6th peak hospital usage date has been moved to April 21st. He added it's projected that by May 21st we have no more deaths, 10 days after the last death of COVID-19 we can start to lift the stay at home. Chief Stange stated that an estimated return to work date is June 1st.

Chief Stange stated what is priority now is:

- Remote work.
- Assessment Center (virtual testing center)
- Training – now online.
- Budget.

President Lippsmeyer – Asked if the reported cost to FEMA will include the loss of transports revenue to be reimbursed.

Chief Stange – Stated no.

President Lippsmeyer – Asked about the legality of the Budget Meeting.

Chief Stange – Stated we will be ok as long as people can come and watch. He added the training room maybe okay.

Vice President Hamilton – Asked if the crews are okay after the scare.

Chief Stange – Stated yes. He added that Public Health stated that if patient tests negative for COVID-19 they cannot tell us due to privacy.

NEW BUSINESS:

a) Approval of 2020-2021 Budget Calendar

Susan Shepard stated the Budget Calendar is for the board to approve as information, however it may change if issues from COVID-19 come up.

President Lippsmeyer – Stated as long as we have a quorum we should be good. Board is fine with the calendar.

CHIEF'S REPORT:

a) Notable Incidents.

Chief Stange stated we had several CPR calls, mental health and a suicide.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:

None at this time.

PUBLIC COMMENTS:

None at this time.

BOARD MEMBER COMMENTS:

Vice President Hamilton – Stated to look out for mental health on our responders.

President Lippsmeyer – Complemented Chief Stange in keeping up with all the changes happening on the outbreak. He also extended thanks to the staff.

President Lippsmeyer adjourned the meeting at 6:41pm.

Minutes by Mary Carlson