

POLK COUNTY FIRE DISTRICT NO.1
Board of Directors
July 9, 2020
6:00pm – Central Station

LOCATION: The meeting will be streamed at the Central Fire Station where public comment will be allowed with social distancing observed. Some of the Directors will be remote.

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

President Lippsmeyer called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance. **President Lippsmeyer** proceeded with a roll call of Board Members.

Vice President Hamilton – here

Director Cole – here

Director Freeman – here

Secretary Von Derahe – here

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 June 11, 2020 Regular Board Meeting Minutes
- 3) Approve June 11, 2020 Budget Hearing Minutes
- 4) Financials:
 - 3a. Approval of Disbursements for June 1-30, 2020
 - 3b. Finance report for the month of June 2020

President Lippsmeyer – Asked if there were any questions. None at this time.

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

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

Secretary Von Derahe – Second.

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

UNFINISHED BUSINESS:

- a) **COVID-19 Update** – Chief Stange reviewed some areas affected by the COVID-19 virus:
 - **RESPONSE** – No change in response.
 - **DRILLS AND MEETINGS** – Continue to drill in small groups.
 - **SUPPLIES** – The District is comfortable with our current inventory of PPE. The largest shortage is gowns which are on order.

- **FINANCIAL IMPACTS** – The District is still waiting on a response from an AFG Grant, the District requested reimbursements and new equipment totaling \$30,000. The District submitted CARES Act funding request for \$31,000 and we have received this funding in full.
 - **COMMUNITY INVOLVEMENT** – The District supported P1FFA on the 4th of July with their annual pancake feed, which well for a drive-thru event.
- b) **Handbook Update: Safety and Accidents** – Chief Stange reviewed changes to subcategories regarding this section.
- **Safety Policy Statement:**
No significant changes, just aligning with current SOP’S/SOG’S.
 - **Unsafe Conditions:**
Modified to include the jobs of the Safety Committee.
 - **Immunization:**
A new subcategory required by our license with Oregon Health Authority.
 - **Accident Reporting:**
The District has SOP’S on vehicle accident reporting, reporting injuries, and damage and lost equipment. These are the SOP’S that we train our personnel to follow. This subcategory has been re-written to reference these SOP’S.
 - **Worker’s Compensation Insurance:**
No changes.
 - **Return – to – Work Policy:**
This section is completely re-written. The new language is taken from our ‘Fit for Duty’ SOG. Because it relates to the ability for an employee to return to work, I feel that it is important to have the words memorialized in policy rather than just referencing an SOG. The SOG has been reviewed by risk management of our insurance company.
 - **Return to Work Light Duty Assignments:**
This section has been rewritten after receiving sample language from our insurance carrier.
 - **Violence in the Workplace:**
This subcategory has been moved to the section, ‘What the District Expects from You’.

Secretary Von Derahe – Stated with changes to wording being exact in SOP’S and Handbook it could be easy to change one and not the other. He added we may want to add onto the SOP that with any changes to SOP change wording in Handbook.

Chief Stange – Agreed and thought that was a good suggestion.

President Lippsmeyer – Asked when update is complete what will the process be for rolling it out to staff and volunteers.

Chief Stange – Stated we have a signature form that hasn’t been used for some time, but we will figure something out for acknowledgement from staff and volunteers that they have read changes.

NEW BUSINESS:

- a) **ISO Public Protection Classification Re-evaluation** – **Chief Stange** stated that the last time the Fire District was classified was in 2012. He added at that time the District received a split rating of a 4 within city limits of Monmouth/Independence and 8B for residents outside of the

city's limits. Chief Stange stated effective September 1, 2020, our new split rating will be a 3 for residents within the city limits and all residents of our District within 5 road mile of any of our fire stations a 10W, which also applies for residents outside city limits that are more than 5 road miles from any of our fire stations. Chief Stange stated Captain Rusher lead the project to be re-evaluated and he will be providing a presentation for the Board explaining the process and results.

Captain Rusher - Thanked Chief Stange for inviting him to tonight's meeting to review the process of the ISO evaluation. He also thanked the Fire District Staff, Cities of Monmouth and Independence and Luckiamute Water District for the information required to complete this evaluation. Captain Rusher stated our ISO grader, Dave Highland, was with Douglas County Fire District for 35 years and being able to work with him was perfect because he knows the fire service so well. Captain Rusher explained that the evaluation is graded on, 911 communications, Fire District, training, equipment on apparatus, response times, number of firefighters responding, water flow, and reserve water for extinguishing a structure fire. He added that the Fire District was also graded on having a Fire Inspector which gave us extra points. Captain Rusher stated the Ladder Truck was also a plus for the District as we have to have a way to get water to a 3 story building. Captain Rusher stated we should have a printed bound copy by September 1, 2020 regarding the Public Protection Classification Re-evaluation from the ISO.

Vice President Hamilton – Thanked Captain Rusher for all the work spent on this project.

CHIEF'S REPORT:

- a) **4th of July** – Stephen Hoem reported \$1,746 was spent on the 4th of July drive through breakfast this year, and contributions totaled \$5,140.18. He added that the people were very generous and some just made a donation only. Stephen Hoem stated the profit was \$3,393.
- b) **Notable Incidents** – Chief Stange stated there were a couple incidents.
 - 1) Fire at Forest River in the paint shop. It was a total loss. He added several years ago they had a fire in the same place.
 - 2) Fire in Dallas in the middle of the night. Chief Brumfield thanked us for helping and thought we worked well together.
- c) **Member of the Month** – Chief Stange stated this month there were two members recognized from Pedee Station 70, Jennifer VanPatten and Patrick Arney for a call on Dunns Forest Road.

TOPICS FOLLOWING THE PREPARATION OF THE AGENDA: Nothing at this time.

PUBLIC COMMENTS: Nothing at this time.

BOARD MEMBER COMMENTS:

Vice President Von Derahe – Commented on all the work put into the ISO rating procedure and the importance of this project. He thanked everyone that was involved.

President Lippsmeyer – Second the appreciation and hard work by everyone.

President Lippsmeyer adjourned the meeting at 7:00 pm.

Minutes by Mary Carlson.