

**POLK COUNTY FIRE DISTRICT NO.1**  
**REGULAR BOARD MEETING**  
**June 14, 2018**  
**6:00pm – Central Station**

**BOARD MEMBERS:**

President Tom Snair  
Vice President Mike Lippsmeyer  
Secretary Joe Franko  
Director Freeman Stutzman  
Director Dennis King

**STAFF:**

Fire Chief Ben Stange  
DC Neal Olson  
Office Administrator Susan Shepard  
Office Assistant Mary Carlson

**ABSENT:**

DC Mike Mayfield

**MEETING CALLED TO ORDER:**

President Snair called the meeting to order at 6:07 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 AGENDA ITEMS:**

None at this time.

**CONSENT AGENDA:**

- A) Approval of Disbursements for May 1-31, 2018.
- B) Finance report for the month of May 2018.
- C) Approve May 7, 2018 Regular Board Meeting Minutes.
- D) Approve May 22, 2018 Budget Committee Meeting Minutes.
- E) Approve May 29, 2018 Special Board Meeting Minutes.
- F) Approve June 7, 2018 Special Board Meeting Minutes.

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

**Vice President Lippsmeyer** – Motioned to take the Agenda as a whole.

**Director King** – Second.

**President Snair** – All in favor, none opposed, motion carried.

**UNFINISHED BUSINESS:**

**A) Fire District Mergers**

**Chief Stange** stated he attended another meeting in regards to the fire district merger conversations. In addition to Chief Stange and Chief Hertel being present, both Board Presidents also attended Chief Stange stated SW Fire does not have enough stations for us to serve their District with what we have but they have bond money to build those stations in the coming years. He stated that he and Chief Hertel would continue to talk and keep their respective Boards up to date. Chief Stange stated no additional meetings have been scheduled.

**NEW BUSINESS:**

**A) Resolution No. 2018-02 Budget for FY 2018-19**

**President Snair** read aloud Resolution No. 2018-02.

**Vice President Lippsmeyer** – Motion to approve Resolution No. 2018-02 – Budget 2018-19 FY as presented.

**Secretary Franko** – Second

**President Snair** – All in favor, one opposed, motion carried – Budget Adopted!

**B) Auditor Contract for Services Agreement**

**Chief Stange** – Stated the agreement presented is between Polk County Fire District and our auditors Grove, Mueller & Swank.

**Vice President Lippsmeyer** – Motion to accept the agreement presented from the District’s auditors Grove, Mueller & Swank.

**Secretary Franko** – Second.

**President Snair** – All in favor, none opposed, motion carried.

**C) PCFD Code of Ethics**

**President Snair** – Encouraged the Board Members to read the Code of Ethics handout and sign. He added once the Board Members have signed the Code of Ethics to drop it off at the station or bring back with you at the next board meeting.

**Chief Stange** – Stated there is also a policy in the Board Member Policy Book regarding ethics laws specific to the Board.

**CHIEFS REPORT:**

**A) Overtime Expenses** – **Chief Stange** presented a graph that reflects sick time usage by employees. He added due to the increase in sick time and staff filling in on overtime it has over-extended our budget for this line item. Chief Stange stated a strategy has been shared with the Captains in regards to overtime limitations in the coming fiscal year. Chief Stange stated he would be monitoring this closely.

**B) Staffing Update** – **Chief Stange** stated Travis Smith has been with us for one year and is off probation. Chief Stange added that the additional firefighter will be hired in July and beginning July 23<sup>rd</sup>, there will be four shift personnel on shift 24 hours a day, 7 days a week.

**C) Notable Incidents** – **Chief Stange reported:**

\*Last month there were 220 calls for service.

\*The Memorial Day ceremony remembering Michael Webb was a huge success and he was pleased with the turn out.

\*Crew covered the Memorial Day Fly-in at the airpark.

\*Responded to a motor vehicle accident that involved a homeless family where the mom was getting her two children to school. The crew took the children to school but on the way overheard the children talk about being hungry. They stopped and bought them breakfast on the way to school. Chief stated it was an awesome act of kindness the staff did.

**D) Member of the Month** – **Chief Stange** stated Michelle Hoem was member of the month. He also announced that Andrew Prouty, 2018 Central High School graduate, was awarded outstanding senior, and is a volunteer with us at Station 40.

**TOPICS FOLLOWING THE PREPARATION OF THE AGENDA:**

**Chief Stange** – Reminded everyone of the 4<sup>th</sup> of July breakfast.

**President Snair** – Stated he was concerned about the cracking on the parking lot, especially since it was sealed last year. He added that it should be checked on, will only get worse.

**President Snair** – Asked where we sit with the plans on the modular.

**Chief Stange** – Stated they would really like to be able to access the water line at the main station for the modular and is waiting on the engineer for cost.

A discussion about converting the training room for the residents and adding on, stick built building vs modular building and other options. Director King asked Chief Stange to pursue options with a contractor to determine which option may be best for us.

**PUBLIC COMMENTS:**

None at this time.

**BOARD MEMBER COMMENTS:**

**Vice President Lippsmeyer** – nothing at this time.

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

**Director King** – nothing at this time.

**Secretary Franko** – nothing at this time.

**President Snair** – Thanks to everyone for all they do.

**EXECUTIVE SESSION:**

**President Snair** adjourned the Regular Board meeting at 6:50pm and moved to Executive Session according to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations **AND** ORS 192.660(2)(i) - To review and evaluate the employment-related performance of the chief executive officer. He added the Board would not be coming back to Regular Session with a decision.

Minutes by Mary Carlson,