

POLK COUNTY FIRE DISTRICT NO.1
REGULAR BOARD MEETING
July 13, 2017
6:00pm – Central Station

BOARD MEMBERS:

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

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 6:00 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.

CONSENT AGENDA:

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

Director Lippsmeyer – Stated to take the agenda as a whole.

Secretary Joe Franko – Second.

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

UNFINISHED BUSINESS:

Nothing at this time.

NEW BUSINESS:

A) **Swearing-In of new Board Members** – **Chief Stange** performed the swearing-in of new Board Members Dennis King and Freeman Stutzman.

B) **Election of new Board Officers** – **President Snair** stated the Board needs to elect new officers for the position of President, Vice President and Secretary.

President:

Director Stutzman nominated Tom Snair for President.

Director Lippsmeyer – Second.

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

Vice President:

President Snair nominated Mike Lippsmeyer for Vice President.

Secretary Franko – Second.

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

Secretary:

President Snair nominated Joe Franko for Secretary.

Director King – Second.

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

- C) **Selection of Regular Board Meeting Dates, Time, Place and Meeting posting locations – President Snair** reviewed that the Regular Board Meetings are the 2nd Thursday of each month at 6:00pm in the Training Room at Station 90, the posting of upcoming meetings are at Station 90, the cities of Monmouth and Independence and the local newspaper, the Itemizer Observer.
- D) **Reminder of Insurance Agent of Record – Chief Stange** stated the District’s Insurance Agent is Special District Association or Oregon/Special District Insurance Services; SDAO/SDIS.
- E) **Reminder of Attorney of Record – President Snair** stated the Board’s attorney is Speer, Hoyt. He added SDAO (Special Districts) also offers legal counsel.
Chief Stange added that SDAO is able to provide advice of certain issues.
- F) **Designation of Legal Publications Newspaper – Chief Stange** stated that the Itemizer Observer serves as our local newspaper for publications.
- G) **Audit Services Agreement – President Snair** stated a copy of the Audit Agreement is in each Board Book. This Agreement needs to be accepted and signed by the Board.
President Snair - Asked what the Boards pleasure is.
Secretary Franko – Motion to accept the Service agreement for Grove, Mueller & Swank as the Districts auditor.
Vice President Lippsmeyer – Second.
President Snair – All in favor, none opposed, motion carried.
- H) **Purchase of E-Z Load System(s) and Gurney – Chief Stange** explained how the District’s current gurneys work and how dangerous they can be for the crew members and the patients. He continued to explain how the Power Load (E-Z Load) System and Gurney is safer and lowers the risk of injury. Chief Stange stated that the Board had already approved the purchase of one Power Load System and Gurney with the re-chassis of our ambulance. He is requesting the purchase of an additional Power Load System and upgrade to a current gurney to work with the system. This purchase was budgeted for but Board Policy requires budgeted purchases over \$20,000 must be presented to the Board before the purchase is made. He also explained the Power Load System is \$21,356 and to upgrade our current gurney to work with this system it would cost \$2,648. He is asking to use the money from the Equipment Reserve Fund to purchase the Power Load System and to upgrade the existing cots to work with the system.
Secretary Franko – Asked if there is any effect with the insurance.
Chief Stange – Answered, none that he is aware of other than decreased injury claims.
President Snair – Asked the Board for a motion.
Director King – Motioned the purchase of the Power Load System and upgrade of current cot to work with this system.
Vice President Lippsmeyer – Second.
Present Snair – All in favor, none opposed, motion carried.
Present Snair – Asked Chief Stange when the re-chassiss of the ambulance will begin.
Chief Stange – Stated after the eclipse event in August, as he does not want to be down one medic unit during that time.
- I) **Wages for non-represented employees – Chief Stange** stated the line crews, which are part of the Labor Union, have a 3-year contract which reflects a wage adjustment for this Fiscal Year of 4%. He added it is past practice the non-represented employees receive the same. Chief Stange stated this increase is reflected in the new budget and he was just reminding the Board.
- J) **Resolution 2017-05 Surplus of Supplies – Chief Stange** reviewed the list of items for surplus and added they will be sold or donated.
President Snair – Read Resolution 2017-05 Surplus of Supplies aloud.
President Snair – Asked what the Boards pleasure was.
Secretary Franko – Stated to accept Resolution 2017-05 as read.
Vice President Lippsmeyer – Second.
President Snair – All in favor, none opposed, motion carried.

CHIEF'S REPORT:

- A) **Water Leak** – Chief Stange reported on the water leak in the Resource Room at station 90, in the same place as before just farther up the pipe. It has been fixed and repairs are being done.
- B) **PSA** – Chief Stange stated a Public Service Announcement regarding smoke detectors will be running on Minnet and possibly at the Independence Cinema. The PSA highlights a recent fire in which a juvenile was injured and there were no working smoke detectors in the house.
- C) **Drowning** – Chief Stange reported on the near-drowning on the Willamette River. He added that on the Hometown Days, July 3rd, he spoke to the crowd gathered for the concert in the park about water safety. As part of the presentation on water safety, he presented two of the rescuers from the near-drowning with Polk Co Fire Lifesaving Awards.
- D) **4th of July** – Chief Stange stated we had a successful pancake feed and the apparatus was on display. He added everyone worked hard and he extended his thanks. Chief Olson drove Engine 2 in the parade with Matt Connery, who was voted as Firefighter of the Year, and his family riding along. Chief Stange noted that Carlo Calabrese had put a large amount of time into the set up and tear down for the breakfast and Matt Brown spent almost all weekend staffing the first aid tent in the park.
- E) **Polk County Burn Ban** – Chief Stange stated the Polk County Burn Ban is in effect. He added when ODF establishes a burn ban then we follow. Chief Stange stated we can extinguish a fire if it's illegal.

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

PUBLIC COMMENTS: None at this time.

BOARD MEMBER COMMENTS:

Secretary Franko – Commented on check #24760 issued to Matt Connery for the detail work on apparatus before the 4th of July and thought it was expensive.

Chief Stange stated Matt Connery has a detailing business and the cleaner for the diamond plate is expensive, however it looks brand new. Secretary Franko also commented on check #24783 for the vinyl lettering for the front lobby and was wondering if someone local did this.

Chief Stange – Stated it was a local lady.

Vice President Lippsmeyer – Commented about check #24757 and asked what kind of boots were purchased.

Chief Stange – Stated they are structural fire boots. He added during the OSHA pre-inspection it was recommended that we update the boots before OSHA came through for the final inspection.

President Snair – Asked if we have a line item for the boots.

Chief Stange – Stated we do and are part of the PPE's. (#6101)

President Snair – Stated he feels we have a good Board and is looking forward to the next year.

President Snair adjourned the Regular Board meeting at 6:46pm and moved to

Executive Session according to ORS 192.660(2)(i): To review and evaluate the performance of the Fire Chief.

He added the Board will not be coming back to Regular Session with a decision.

Minutes by Mary Carlson