

**POLK COUNTY FIRE DISTRICT NO.1**

**Board of Directors**

**November 16, 2021**

**6:00pm – Central Station**

**LOCATION: Central Fire Station – 1800 Monmouth St. Independence, OR 97351**

**Also streamed via Zoom at:**

<https://us02web.zoom.us/j/88501558202?pwd=NWdWOWx6SWdYbHQ0MUZ5TVJidTj4QT09>

**Meeting ID: 885 0155 8202 - Passcode: 707682**

President Mike Lippsmeyer (at Station 90)

Secretary Cord Von Derahe (at Station 90)

Director Dan Miller (at Station 90)

Director Curtis Cole (at Station 90)

**ABSENT:**

Vice President Jeff Hamilton

Chief Ben Stange (at Station 90)

DC Neal Olson (at Station 90)

DC Mike Mayfield (at Station 90)

Office Admin. Stephanie Hale (at Station 90)

Office Assistant Mary Carlson (at Station 90)

**President Lippsmeyer** called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

**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 October 14, 2021 Regular Board Meeting Minutes
- 3) Financials:
  - 3a. Approval of Disbursements for October 1-31, 2021
  - 3b. Finance report for the month of October 2021

**President Lippsmeyer** – Asked if there were any questions. President Lippsmeyer asked why the line item for communications, 6180, was at 80%.

**Chief Stange** – Stated it was a onetime purchase of radios for the District.

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

**Secretary Von Derahe** – Stated to take the Agenda as a whole.

**Director Cole** – Second.

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

**UNFINISHED BUSINESS:**

Nothing at this time.

## **NEW BUSINESS:**

**A) 2020 – 21 Audit Report – Chief Stange** introduced Devon W. Esch, the Districts Auditor.

**Mr. Esch** thanked the firefighters for all they do and proceeded with the review of the Annual Audit Report for 2020-21. He stated there was nothing exciting to discuss, which he added that was good. He thanked Stephanie, Office Administrator, for a job well done. Mr. Esch stated the District was in a good solid position. He added there were no over expenditures, the District followed appropriated guidelines in accordance with Minimum Standards for Audits of Oregon Municipal Corporations, and no letters of issues to report to the Board.

**Chief Stange** – Wanted to point out that some of the money brought in from the Coronavirus Relief Fund were brought straight into the Reserve Fund rather than the General Fund but the audit accounts for those funds into the General Fund because a resolution was not done for a transfer.

**Mr. Esch** – Recognized that situation and acknowledged action is being taken to correct that.

**President Lippmeyer** – Asked if there were any other comments or questions.

**President Lippmeyer** – Asked the Board for a motion for acceptance of the 2020-2021 audit.

**Director Cole** – Motioned to accept the 2020-2021 audit as reviewed by Devon Esch.

**Secretary Von Derahe** – Second.

**President Lippmeyer** – All in favor, none opposed, 2020-2021 Audit approved.

**B) Staffing Planning for the Future – Chief Stange** presented a PowerPoint, “Planning for Staffing November 2021”. His presentation reviewed:

- **Emergency Services is about cost / benefit.**
- **Staffing Plan must be defensible to the tax payer.**
- **Plan includes minimum staffing levels.**
- **Plan includes staffing levels that recognize peak hours.**
- **Plan includes the use of non-Paramedics and non-Engineers.**
- **It is not possible to execute the Plan without increasing the current levy (however, the first actionable steps can happen regardless of the Board’s future decision).**

**Chief Stange** immediate plans (the next 8 months) are:

- Determine the number of positions to apply for a SAFER Grant.
- Develop a job description for the position of EMS/Logistics Officer and get it approved by Civil Service
  - Also includes negotiating with the Union regarding wage, hours, and working conditions.
- Develop a job description for a part time Office Assistant.
- Review and refine the previous job description for the Fire Marshal and get approval from Civil Service.
- Develop a job description for the position of FF/EMT-B and get it approved by Civil Service.
  - Also includes negotiating with the Union regarding wage, hours, and working conditions.
- Open an application process for internal candidates interested in the EMS/Logistics position.

- Hire “replacement” Engineer/Paramedic for the person who is working in the EMS/Logistics position.
- Having exhausted current list, begin new testing process for Engineer/Paramedic position.
- Conduct hiring process for part-time Office Assistant.
- If a testing process is necessary, execute a testing process for the Fire Marshal Position.
- Hold a testing process for the position of FF/EMT-B (assuming it passes the Budget Committee).

**Chief Stange**- Asked if there were any comments or questions.

**Director Miller** – Stated with the dollar amount spent in overtime, should we consider hiring a peak guy sooner?

**Chief Stange** – Stated there are several things that need to be done such as a job description, approval by Civil Service, discussion with the Union, testing process, supplemental budget process, and by that time we will be getting into budgeting time.

**Secretary Von Derahe** – Unless you are going to move forward on all your changes, you’re going to need an additional ENG/Medic for the EMS position? (Yes) We have a list? (Yes). We hire that position, we have the money in the budget. That saves us a little money, we know going in that we have to absorb. Is our call volume still running at 20 percent for the year? (Yes).

**Director Miller** – If we are going to get it anyway, why not get the benefit of it now? Your graphs on how many calls versus how many people respond. How many times do we have no one covering the station when both of the medic are out?

**Director Cole** – Stated he is concerned about the loss of dollars by Dallas Fire taking our calls. He added he would like to see in dollars. How much revenue are we losing by allowing outside agencies to take our calls? Do we have to hire someone so we aren’t giving business away to outside agencies?

**Chief Stange** – Stated this question came up last year and he recalls \$38,000 was approximately the amount of revenue. Chief Stange added our charting system is inconsistent with transports being we have gone through three different billing companies in the last couple years.

**Secretary Von Derahe** – Asked why our transport revenue is different? He asked if the transport calls are staying the same, if we are not transporting then it’s a free service we are providing. Are we transporting more or less? Where is the gap?

**Chief Stange** – Stated it is difficult to compare annual transport numbers to fiscal year revenue. He added due to the delay in collecting revenue from transports there will still be discrepancies. Chief Stange stated that collections for transports in June are received after the new fiscal year starts, so that will be a discrepancy. Chief Stange explained how to calculate transports and revenue to come up with an accurate average of revenue per transport.

**Director Miller** – Are we meeting our response standards?

**Chief Stange** – Stated in 2020 code 3 EMS calls were met 90% within the 8 minute response time. He added calls in the rural areas within 15 minutes was met 70% of the time.

## **CHIEF'S REPORT**

- A) Mayfield's return** – Chief Mayfield returned on November 1st. He is looking at retiring the first half of 2022.
- B) November 2, 2021 State-wide Election Results – Chief Stange** shared and reviewed some interesting results of the election returns with other agencies.
- C) High School Program – Chief Stange** stated the District will be working with highschoolers' that are interested in the fire service from January – June 2022, one Saturday a month.
- D) OFDDA Conference – Stephanie** thanked everyone for the opportunity to attend the Conference. She enjoyed the networking, meeting people and the classes she attended. Stephanie added that one of the classes, Resources and Challenges for Small Districts was a class in which she benefited the most from. She added this was her first conference and was granted a scholarship to attend.  
**Secretary Von Derahe** stated it was a good conference and great networking. He added and encouraged others to plan to go to next year's conference in Hood River.
- E) Notable incidents – Chief Stange** stated there was a fatal crash on 10/31/2021 on Hwy 51. He added we had 2 fires and 2 suicide calls.
- F) McIntosh Baby – Chief Stange stated** Eng/Paramedic Mike McIntosh and his wife welcomed their first baby Kennedy. Mike appeared via Zoom was able to video us a picture.
- G) Supply Chain Issues – Chief Stange** stated due to supply chain issues the bumper on the Tender has not been repaired, our new electronic sign is waiting for a part, and ambulance chassis is also a supply issue.

**TOPICS FOLLOWING THE PREPARATION OF THE AGENDA** – None at this time.

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

**BOARD MEMBER COMMENTS** - None at this time.

**EXECUTIVE SESSION:** According to ORS 192.660 If necessitated by business. – Not at this time.

**ADJOURNMENT:** **President Lippmeyer** adjourned the Board Meeting at 7:14pm.

Minutes by Mary Carlson