

**POLK COUNTY FIRE DISTRICT NO.1**  
**Board of Directors Meeting**  
**June 11, 2020 at 6:00pm at the Central Station**  
**1800 Monmouth St., Independence, OR 97351**

**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)  
Vice President Jeff Hamilton  
Secretary Cord Von Derahe (at Station 90)  
Director Freeman Stutzman (at Station 90)  
Director Curtis Cole (at Station 90)

Chief Ben Stange (at Station 90)  
DC Neal Olson  
Office Administrator Susan Shepard  
Office Assistant Mary Carlson  
**ABSENT:**  
DC Mike Mayfield

**President Lippsmeyer** called the meeting to order at 6:00pm, 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

All Board members present.

**President Lippsmeyer** stated that 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 that 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 May 14, 2020 Regular Board Meeting Minutes
- 3) Approve May 14, 2020 Budget Committee Meeting Minutes
- 4) Financials:
  - 3a. Approval of Disbursements for May1-31, 2020
  - 3b. Finance report for the month of May 2020

**President Lippsmeyer** – Asked if there were any questions. Hearing none, asked how the Board would like to take the Agenda.

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

**Vice President Hamilton** – Second.

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

**President Lippsmeyer** suspended the Board Meeting at 6:08 pm to move into the Budget Hearing.  
(Note: Budget Hearing minutes are a separate document.)

**President Lippsmeyer** reconvened the Regular Board Meeting at 6:10 pm.

## **UNFINISHED BUSINESS:**

- A) **COVID-19 Update** – Chief Stange reviewed some areas affected by the COVID-19 virus:
- **RESPONSE** - The response protocol includes appropriate PPE such as wearing facial coverings.
  - **DRILLS AND MEETINGS** – Phase 1 allows the crews to drill as single engine groups at staggered times. When we enter Phase 2 larger groups with multiple engine companies will start working together. Meetings and classroom drills will continue to be held virtually.
  - **SUPPLIES** – Inventory of all our PPE should last into the Fall.
  - **FINANCIAL IMPACTS** – Ambulance decrease in transports has rebounded.
  - **COMMUNITY INVOLVEMENT** – The District will support P1FFA in the annual pancake breakfast. This year it will be a drive-thru breakfast with donations welcome, but not mandatory.
  - **OUTLOOK** – Chief Stange stated he expects our call response and PPE practices to remain in place for many months. Changes will occur as we return to more interactive drills and have in-person and virtual meetings.

## **NEW BUSINESS:**

- A) **Resolution No. 2020-03: RESOLUTION TO ADOPT THE FISCAL YEAR 2020-21 BUDGET, MAKE APPROPRIATIONS, IMPOSE, AND CATEGORIZE TAXES**

**President Lippsmeyer** read aloud Resolution No. 2020-03

**President Lippsmeyer** – Asked if there were any questions. No response heard.

**President Lippsmeyer** - Asked how the Board would like to proceed.

**Director Cole** – Motioned to approved Resolution No. 2020-03 as read.

**Secretary Von Derahe** – Second.

**President Lippsmeyer** – All in favor, none opposed, motion carried. Vote is **5** yes - **0** no. Budget for 2020-21 Fiscal Year is approved.

- B) **AUDITOR CONTRACT FOR SERVICES AGREEMENT:**

**Chief Stange** stated that Polk County Fire District No.1 contracts with Certified Public Accountants to conduct our annual audits. He added the District's audits have been completed by Grove, Mueller, & Swank, P.C., and this firm has auditors that provide thorough reports to the Board. A copy of the Service Agreement has been presented to the Board Members in their packet for their prior review.

Chief Stange encouraged the Board to accept the Service Agreement with Grove, Mueller, & Swank P.C.

**President Lippsmeyer** – Ask the Board what they would like to do.

**Director Stutzman** – Motion to accept the Service Agreement with Grove, Mueller & Swank P.C. dated May 14<sup>th</sup>, 2020.

**Director Cole** – Second.

**President Lippsmeyer** - All in favor, none opposed, motion carried.

## **CHIEF'S REPORT:**

- A) **FEMA Grant Reviews** – Chief Stange stated that last week he participated as a grant reviewer for FEMA. Typically reviewers have to travel to Washington DC in order to participate but this year they did the reviews virtually. These grants are from fire districts and

departments from all over the country. He added that he learned a lot and gleaned some insight that will help with the District's future grants. Very good experience.

- B) **Hiring of new Firefighter – Chief Stange** stated the virtual assessment testing worked well. He added he made an offer to hire a Fire Fighter/Paramedic pending passing the back ground check and psych test. The plan is for him to start July 6, 2020.

**President Lippsmeyer** – Asked how many are on the hiring list.

**Chief Stange** – Stated approximately 8.

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

\*An extrication of a 2yr old from a kids play kitchen oven. No injuries though.

\*A choking incident at PCL with one of their clients. The PCL care giver preformed the Heimlich maneuver and the client started breathing normally. Chief Stange is planning on recognizing this care giver in the near future at a PCL meeting.

\*Two MVA's - one at Hwy 22 and Hwy 51, the other at Stapleton Road and Hwy 99.

- D) **Member of the Month – Chief Stange announced** Troy Crafton was selected last month. He added that Troy has been very active in the community outreach birthday parade and a special presentation to a local 5yr old who is now cancer free and was unable to 'ring the bell' at the hospital due to the COVID-19 virus. He added that Troy arranged a parade by the boy's house and everyone met at Station 90 to witness him 'ring the bell'. Appreciated immensely by the family and the boy.

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

**Chief Stange** stated he attended a Fire Defense Board meeting and they are talking and preparing for the wild fire season.

#### **PUBLIC COMMENTS:**

None at this time

#### **BOARD MEMBER COMMENTS:**

**Secretary Von Derahe** – Thanked everyone for good work done.

**President Lippsmeyer** – Thanked everyone who was involved in the preparation of the Budget, good job and he know it is a lot of work.

#### **EXCUTIVE SESSION:**

Not needed

#### **ADJOURNMENT:**

**President Lippsmeyer** adjourned the meeting at 6:33pm

Minutes by Mary Carlson