

**POLK COUNTY FIRE DISTRICT NO.1**  
**Board of Directors**  
**March 9th, 2022**  
**6:00pm – Central Station**  
**Location: 1800 Monmouth St., Independence, Or 97351**

**Also Virtually at:**

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

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

President Mike Lippsmeyer	Chief Ben Stange
Vice President Jeff Hamilton (Absent)	DC Neal Olson
Secretary Cord Von Derahe	DC Frank Ehrmantraut (Virtual)
Director Curtis Cole (Virtual)	DC Troy Crafton (Virtual)
Director Dan Miller (Virtual)	Office Administrator Stephanie Hale
	Office Assistant Tirzah Romero-Reddick

**CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE:** Anyone wishing to address the Board please sign the sheet on the back table with your name and topic that you would like to discuss. If you are online, please use the raise hand feature when it comes time for public comment. Comments are limited to three minutes but the Board welcomes additional information in writing. Typically, a speaker's comments are taken under advisement to allow time for the Board to review an issue; however, the Board may ask a speaker for additional information or may convey to the speaker some information that addresses their comment. 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 February 6th, 2023 Regular Board Meeting Minutes
- 3) Financials:
  - 3a. Approval of Disbursements for February 1-28, 2023
  - 3b. Finance report for the month of February 2023

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

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

**Director Miller** – Second.

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

**UNFINISHED BUSINESS:** Nothing at this time.

**NEW BUSINESS:**

- a.) **Annual Financial Report for FY 2021-22 (Grove, Mueller, & Swank, P.C.)** – Chief Stange stated, Auditors Devon Esch and Shayne Lehman from Grove, Mueller, & Swank, P.C. had joined virtually to go over the results of the audit with the Board Members. Devon stated Stephanie did a great job. Proceeded to explain the report for the Board Members. (See "Polk County Fire District No. 1 Annual Financial Report".) Devon suggested that Chief Stange check Stephanie's work and vice versa in payroll area. Not because there are concerns but because of more transparency and to be stronger in their controls.

**President Lippsmeyer** – asked, on the payroll review process was the list commented on before or did the standards move externally and it is a new thing to watch for future audits.

**Devon – responded** in the past it might have been discussed verbally and not issued in a report. This was Shayne’s first year on this job, adding a different set of eyes being able to double check and see the report differently.

**Shayne – stated** when I started looking at the report, just looking at the beginning of the payroll process, timesheets are reviewed and approved by Chief Stange. Then things are turned over to Stephanie and she goes through the payroll process. I was just wondering if anyone is going back and agreeing with what was final product, from the beginning of that process and just following it through. Making sure the end looks the same.

**Von Derahe – asked** are we memorializing [the payroll process] into print, as far as policies and procedures go and how it is done?

**Chief Stange – stated** we do not have it written down. We will look into that.

**Shayne – commented** some places will have written policies and that is useful for turnover in staff.

**Chief Stange – stated** Susan had started a binder and Stephanie follows that but there is not a formally adopted policy of the District.

**Secretary Von Derahe – motioned** to accept the FY 21-22 Audit as presented.

**Director Miller – Second**

**President Lippsmeyer** - All in favor, none apposed, carried – Audit for FY Year 2021-22 approved.

- b.) Appointment of Budget Committee Members – Chief Stange stated** two members are up for reappointment this year. First, Mike Hasson who currently serves in position 3. Second, Greg Showell who serves in position 5. They both will be continuing to serve in that capacity, and Stephanie has their letters of interest on serving in those positions. Kenneth Coffman is not up for reappointment (Position 2) however, he has decided to step down. Mary Carlson has stepped up to apply for Position 2. The other option is to seek or elicit other volunteers for those positions.

**Secretary Von Derahe – motioned** for current members to serve in their capacity and to approve Mary Carlson in position 2.

**Director Cole – Second.**

**President Lippsmeyer** – all in favor, none opposed, carried – Appointment of Budget Committee Members Approved.

**Chief Stange** – returned to the topic stating he wanted to hand out the proposed budget calendar. He wanted to be certain that majority of the committee is available that day. Tuesday May 16, 2023 and Tuesday May 23, 2023.

**Secretary Von Derahe – stated** he is available.

**Director Miller – stated** he is available.

**President Lippsmeyer – stated** he is available.

**Director Cole – stated** he is available.

**Chief Stange – stated** the need to appoint a budget officer (himself being an option).

**Secretary Von Derahe – motioned** to appoint Chief Stange as the Budget Officer for FY 23-24.

**Director Cole – Second.**

**President Lippsmeyer** – All in favor, none opposed, carried – Chief Stange appointed as Budget Officer approved.

- c.) Impacts of Community Para-Medicine Practices – Chief Stange stated** he wanted to give recognition to Engineer Wagner. She has been doing a lot of contact in the community with paramedics and outside of 911 response. There was an elderly woman who did not want to accept long-term health assistance because she has an adult son with ASD and she feared that he would be taken away. Engineer Wagner helped them with that. Another situation was an individual who was calling 911 up to ten times a month. Wagner has worked to get them behavioral health assistance. Since then this individual has not called 911 in a couple months. In

addition, a patient was unable to drive to get an evaluation to get physical therapy or occupational therapy. [Wagner] arranged with their PCP to use a video link and do full assessment of the patient. This person now has long-term healthcare instead of the ER. The graph shows a decrease in the call volume of frequent users. In March, April, and May those interventions have helped decrease those call numbers.

**Secretary Von Derahe – asked** does Engineer Wagner do this on duty, or extra time?

**Chief Stange – stated** she is typically doing it on duty. With our call volume, it is difficult to do consistently and find time for but we can only do it to a limited extent especially when we are relying on someone who is staffing the second ambulance.

**President Lippsmeyer – stated** on just these frequent users alone you went from an average of 16 calls a month to six calls a month. That is a good marginal rate of return. That is impressive.

#### **CHIEFS REPORT:**

**a.) Reminder – Board Elections – Chief Stange stated,** just a reminder for those who still have not turned in their forms.

**Director Cole – stated,** he is unsure if he will pursue since he retires in 14 months.

**Chief Stange – stated,** they could have a private discussion about it including President Lippsmeyer afterward.

**b.) Bank Merger – Chief Stange explained** Columbia Bank and Umpqua Bank decided to merge. It has been a lot of work for Stephanie but a lot of credit to her for keeping it going.

**Stephanie stated** there have been some challenges in figuring out things. The merge was successfully completed March 1<sup>st</sup>. Umpqua bank does not currently offer single sign on between their business online banking and the remote deposit capture service. Therefore, Tactical Business Group will not be able to do the deposit with the scanner so they will have to go to the bank and do a deposit.

**President Lippsmeyer asked** are they able to meet your needs or meet them the way it was in the past.

**Stephanie – stated** it is definitely a work in progress to see if they are going to be able to meet our needs. Right now, we are in this transition phase and I do not know what they are offering us and what Columbia bank had offered us.

**The Board Members offered** perhaps finding a new bank if the efforts are the same.

**c.) District Banquet – Chief Stange stated** The PCFD Awards Banquet was on April 4<sup>th</sup>. It was a good event and a good time. Vice President Hamilton was there with his wife. We recognized several people at the banquet. Five Years of Service recognition went to Jose Chavez, Bo Camero, Travis Emerling, and Adam Chinnock. Ten years of Service recognition went to our Consulting PA. 15 Years of Service recognition went to James Mellein. 25 Years of Service recognition went to Bob McMillian, Ezra Hardwick and Chief Olson. 30 Years of Service recognition went to Captain Jason Johnson. Resident of the Year was Rebekah Farrell who accepted a position in Tualatin. Rookie of the Year was Garret Hardwick. Support Person of the Year was one of our chaplains, Freddie Moran. The Chief's Award went to Chief Olson. The Instructor of the Year Award went to Austin Champ. Employee of the Year and Officer of the Year went to Captain Lukas Martin. Medic of the Year went to Jeff Joles. Firefighter of the Year went to Adam Chinnock.

**d.) Volunteer Promotions – Chief Stange stated** Travis Emerling and Bo Camero were promoted to Engineer and promoted from Engineer to Lieutenant was Brian Burchfield, Adam Chinnock, and Brady Walters.

**e.) FAQ's regarding May 2023 Levy – Chief Stange presented** a quick slide show on how the levy info looks on the PCFD No. 1 website. There was also postings to social media (Facebook, Instagram) for the community to see as well. Chief Stange also stated he is going to the Monmouth City Council Meeting on Tuesday April 4<sup>th</sup> and the Independence City Council Meeting on Tuesday April 11<sup>th</sup> to present regarding the May 2023 Levy information. Chief Stange

will also be doing a presentation for the Rotary Club on April 13<sup>th</sup>. Not sure when he will be presenting to the Lions Club.

- f.) **Recruit Academy – Chief Stange stated** there are now 13 recruits. Two from Station 70, one from Station 40, and four from Station 90. Brady Andersen a current firefighter has been helping with the recruits.

**Chief Olson – stated** he is excited. They are a good group. They have been showing up to do drills on their own time, working out in the evening, and running laps.

- g.) **EMS Drills – Chief Stange stated**, in January people from George Fox University came in to speak on basic mental health and resiliency. It was sort of a workshop so we broke out in groups and spouses were invited. This year the State of Oregon has added diversity, equity, and inclusion training for all medical providers. Through donation, [Chief Ehrmantraut] was able to fund a professor from Western Oregon University who teaches specifically on [diversity, equity, and inclusion]. We had some good discussions on our local demographics and not being reflective of our community and talked about some factors in that. Taser bar remover protocol is the next drill. A few local police officers have not done their Taser training yet. They have different times they will be coming in and we have a couple of interested members.

- h.) **SDAO and AGRIP Conferences – Chief Stange stated** there a couple conferences. One specific session was a half-day session. The first 45 minutes was a scenario. They acted out a deposition having to do with the scenario. Very interesting course. A keynote speaker spoke about generational differences. There was training on cyber, general counsel, fire caucus, legislative, wildfire recovery, etc.

**Stephanie – stated** Paid Leave Oregon (PLO) and ADA Website Compliance were the courses that had the most impact. Our website is currently 94% ADA Compliant. Moving forward, she is making sure our district's website is accessible to all visitors.

**Chief Stange – explained** about AGRIP. Association of Government Risk Insurance Pools. Talked about government assessment, education, cyber, reinsurance in today's market, historical lessons in pool funding, benefit plans that meet the needs of Generation Z, etc. It was a good conference.

- i.) **AED Distribution – Chief Stange stated** there are 37 AEDs and 1 trainer. Engineer Dalrymple who wrote the grant for Spirit Mountain and worked with the school district, IPD and MPD. Big distribution. Chief Ehrmantraut is working on the software. It will connected to the Wi-Fi so the AED will report to Chief Ehrmantraut. When items expire, or deployed, he will know that it need replacement items. This is a very big advantage because teachers, police officers, or the public do not have to worry about expired pads, low batteries, etc. It went really well on Tuesday to get those handed out.

- j.) **JIC Drill – Chief Stange stated** Chief Olson and I attended a tabletop Joint Info Center along with the police chiefs, sergeants and lieutenants from area police organizations. Both cities employ communications people on staff. City of Independence, City of Monmouth, Western Oregon University, and Central School District all have people specific to communications. An interesting thing and one of the reason that JIC is going to be such a huge part of this training is that these people train in communication but not necessarily emergency response communications. It will not take a chief or a sergeant to remove themselves from the scene to push anything out. At the same time, these people are not trained on what should be and what shouldn't be pushed out and at what stage. Great resource and everyone is working hard to make sure that everyone is on the same page about that.

- k.) **Notable Incidents – Chief Stange stated** a tree collapsed on mobile home on 17<sup>th</sup> Street. A power pole leaning on Gun Club Rd. Time was spent prepping for a snow response, everyone had enough of a warning that it never got too crazy.

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

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

**BOARD MEMBER COMMENTS:**

**Secretary Von Derahe – stated,** the monitor thing that Josh did is awesome. That's a lot of heart monitors passed out to our community partners. That is a great program. Thanks to Engineer Jennifer Wagner for her hard work. There was a gap where they were not getting the right care, and for her to have the compassion to step up and have the time and energy to get all of that to work is awesome. Congrats, to everyone promoted. Any promotion is a big deal.

**President Lippsmeyer – asked,** was the ladder truck scraped or bumped along the way?

**Chief Stange – answered,** yes. It had relatively minor damage. It was a drill over by the education building. It was being driven in an area it should not have been and got too close. We resolved the situation, and followed up with Western Oregon University that evening.

**President Lippsmeyer – thanked** Stephanie for the bank merger and all the crazy software that does not work anymore and she does payroll and passed an audit. Congratulations to everyone and thanks to Stephanie for all her hard work.

**EXECUTIVE SESSION:** According to ORS 192.660. If necessitated by business. None anticipated.

**ADJOURNMENT:**

**President Lippsmeyer adjourned the meeting at 7:00pm**

**Minutes by Tirzah Romero-Reddick**