**POLK COUNTY FIRE DISTRICT NO.1**

**Board of Directors**

**January 16, 2025**

**6:00pm – Central Station**

**Location: 1800 Monmouth St., Independence, Or 97351**

**Also Virtually at:**

[**https://us02web.zoom.us/j/83280363029?pwd=NGRDbTVmOHJNMIRQR3ZSV055Um1wZz09**](https://us02web.zoom.us/j/83280363029?pwd=NGRDbTVmOHJNMIRQR3ZSV055Um1wZz09)

**Meeting ID: 832 8036 3029 - Passcode: 801072**

President Jeff Hamilton (Absent) Chief Ben Stange

Vice President Cord Von Derahe DC Neal Olson (Absent)

Secretary Mike Lippsmeyer DC Frank Ehrmantraut (Virtual)

Director Curtis Cole DC Troy Crafton (Absent)

Director Dan Miller  Office Administrator Stephanie Hale (Absent)

Office Assistant Maliyah Thompson

**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 comment is 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 December 12th, 2024 Regular Board Meeting Minutes
3. Financials:

3a. Approval of Disbursements for December 1-31, 2024

3b. Finance report for the month of December 2024

**Director Miller** – Motion to take the Agenda as a whole.

**Secretary Lippsmeyer** – Second.

**Vice President Von Derahe** – All in favor, none opposed, carried – Agenda approved.

**UNFINISHED BUSINESS: None at this time.**

**NEW BUSINESS:**

1. **Purchase of a NarcBox System**

**Chief Stange** – We have been doing our controlled medication checkoffs the same as when he started. The DEA is changing some rules. Our EMS Committee has been looking at alternatives. We have been using pen and pencil in a binder. It has worked for us, but there is a lot of room for unintentional mistakes. The EMS Committee liked the NarcBox System the best. They visited the logistics center for Tualatin Valley Fire and Rescue who has used the system for some time, and they have changed things to make it work best for them. We would like to sign a 4 year contract with them. The annual cost of the contract will be $5,330. Chief Stange mentioned that he is permitted to spend up to $20,000 on unbudgeted items, and this would fall under that category.

The purchase order includes some safes to have in the station with controlled access, as well as safes inside of our units. Information will get logged, there is a software and training that is involved.

**Vice President Von Derahe** – How many units do we put controlled substances on?

**Chief Ehrmantraut** – All 3 medics, Engine 92 and C95. (Our first

**Vice President Von Derahe** – Do we keep any controlled substances within the station?

**Chief Stange** – Yes. To control the larger orders before they get distributed to the other units.

**Secretary Lippsmeyer** – Motion to approve the purchase of the Narcbox System to be paid over a period of 4 years.

**Director Cole** – Second.

**Vice President Von Derahe** – All in favor, none opposed – Motion passes.

1. **SW Polk Annexation**

- In 2023, the Oregon Legislature passed Senate Bill 1068

- We have a lot of unprotected land in Oregon. While ambulances cover 100% of the state, structural fire agencies only cover a little over 80% of the state.

- Senate Bill 1068 says that if you have a fire station within 7 road miles of an area of unprotected land, there is a process to annex that land into your service area.

-SW Polk has been going to an area outside of Falls City for many years and they don’t collect taxes. We were contacted because the Bill states that if someone else also has a station within 7 road miles of that area, you have to consult with them to see if they want to take over that area.

- We got a letter from SW Polk asking if we would sign a letter saying that we have no plans to annex that land.

Chief Stange recommends that we sign the letter to continue allowing them to respond to that area because they have been responding to that area for a long time, their fire station is closer, they already have box alarms, and it would not be in the Board’s best interest financially or operationally.

**Secretary Lippsmeyer** – Who do they get better service from? Are we better suited to serve that area?

**Chief Stange** – They are closer, and if they don’t respond, Falls City gets toned out. We are the third line of defense. Falls City is a city which is why they are not allowed to annex that area.

**Secretary Lippsmeyer** – Motion to sign the letter, consenting the proposed property annexation.

**Director Miller** – Second.

**Vice President Von Derahe** – All in favor, none opposed – Motion passes.

1. **Review of Budget Projection/Staffing Levels**

Chief Stange presented a PowerPoint with information regarding staffing funding and limitations.

The topics of this presentation were:

- Historical spending

- Increased ability to staff through the levy

- Increased staffing quicker than expected

- Impacts on long term solvency with additional staffing

Some key takeaways from the presentation:

- A graph from a Board workshop from 1/19/2023 showed that there would be a 17th line staff position in FY 2027-2028. We currently have 18 in the 24-25. How? The unexpected increase in ambulance revenue at the conclusion of FY 2022-2023 allowed us to accelerate the timeline

- The GEMT had retroactive language in it that allowed us to go back two years and collect all of the GEMT money from that year. We also had the most calls ran in 2022 than ever before therefore, there was a lot of extra money from ambulance revenue.

Chief went over some assumptions we have to think about involving revenue and expenditures.

When putting everything together, we would be spending more than the amount of revenue we have coming in over the next five years if we were to hire three more.

We are comfortable with the number of staff that we have right now as far as being able to afford them long-term. We will not need to do layoffs.

The cost to have 7 per shift with paramedic candidates:

- FY 2025-26 our increased expenditures would be $445,867 total in year one.

- FY 2025-26 our increased expenditures would be $477,960 total in year one.

If we made these changes July 1, 2025 we could possibly make it work for a short amount of time but by August of 2027, we would likely need to take out a loan of some sort.

**Secretary Lippsmeyer** – When do we negotiate new contracts?

**Chief Stange** – We just did them for FY 2024-2025, so the next negotiations would be

FY 2027-2028.

There are possibilities to slowly bring on more people, but getting to 21 line staff next fiscal year is not something we can sustain at the moment.

**Director Miller** – How often do we have a fully staffed engine? If we have astructure fire are we keeping people back in case of a medical call?

**Chief Stange** – I would need to look through the engine responses. If we have a structure fire, everybody goes.

Other considerations: Shift staffing of 7 or 8 will demand some significant changes to our organization.

- Span of control

- End of the resident program at Station 90. We don’t have enough dorm space

- Additional station

1. **Annual Strategic Plan Update**

Chief Stange presented a PowerPoint with information regarding the progress of the Strategic Plan. There will be annual updates for the Strategic Plan every January.

Some key takeaways from the presentation:

- There are 5 goals of the Strategic Plan, 14 desired outcomes, and 38 actions.

- Timelines have been assigned for each action, with 16 scheduled for year 1.

- We have a new website that all of our volunteers have access to. The website includes information that is updated daily. It has features like today’s staffing, training opportunities, burn info, apparatus status, strategic plan updates and more.

- Stephanie conducted a recognition study. She sent a link to a survey to all of our members.

- Scheduled trainings with our mutual aid partners for 2025.

- Chief Olson created new after action reviews to identify opportunities to increase efficiency and effectiveness.

- Created structure for professional development support. We purchased new binders for all of our volunteers that includes a guide to help them know what they need to do next in order to continue progressing.

**Secretary Lippsmeyer** said congratulations and that he likes a lot of what he sees. A lot of these things are very useful.

**CHIEFS REPORT:**

1. **California Mobilization**

- Two crews that left on 1/8/25 (Olson, Joles, and Hardwick + Rusher, Wooldridge, and Biggs).

- Got through equipment inspections with no issues.

1. **SDAO Safety & Security Grant**

- Received a 50/50 match grant to upgrade the lighting at Station 70 (Pedee).

1. **Regence and Salem Health**

- We have Regence so it is impacting some of our employees.

1. **Passing of Spring Valley Fire Chief, Louis Fowler**

- He was with the department for 46 years.

- Several of our members went and helped at the service.

1. **Holiday Party**

- December 18th

- Had a visit from Santa, a pot luck, and a gift exchange.

1. **Good Neighbor Award**

- Chief Stange received a Good Neighbor Award.

- Mayor McArdle is leaving office and gathered a group together for recognition of partnerships over the years.

1. **Year End Statistics**

- 3,600 calls for service.

- Over 9,000 hours of training.

- We saw 2,163 patients in our community.

1. **Notable Incidents**

- 12/ 20 – Structure fire

- Fully involved.

- Met our initial force. Had 8 on scene within 14 minutes.

- 12/27 – House fire on Morning Glory

- Crews went into rescue mode. Thought there was a victim in the home.

- Had lots of praises from Law Enforcement on how quickly/efficiently the crew acted.

- 7 on scene within 9 minutes. Total of 13 or 14 on scene.

- $60,000 loss, but a $340,000 save.

- There was not a civilian inside. It was a cat.

1. **Member of the Month**

- Colton Biggs

- Lives across the street from the house on Morning Glory and went over when he saw smoke. He made entry into the house as a civilian when he thought he heard some cries coming from the inside.

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

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

**BOARD MEMBER COMMENTS:**

**Director Miller** – Good job Colton!

**Secretary Lippsmeyer** – Good work on the Strategic Plan.

**Vice President Von Derahe** – The online website from the Strategic Plan is great for communication and good job to the crews in California.

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

**ADJOURNMENT:**

**Vice President Von Derahe adjourned the meeting at 7:08**

**Minutes by Maliyah Thompson**