

**Board of Directors  
Minutes**

**Regular Meeting**

**February 19, 2008**

Pursuant to the proper public notice, a regular meeting of the Board of Directors of Klamath County Fire District No. 1 was held at The Center for Occupational Health, 2621 Crosby Ave., Klamath Falls, OR 97603

**Members Present:** Alan Scott, Vice President  
Stewart Tittle, Secretary-Treasurer  
Rod Green, Director

**Members Absent:** Gloria Storey, President  
Mike Harrigan, Director

**1. Call Meeting to Order**

Vice President Scott called the meeting to order at 7:03PM

**2. Approval of Agenda**

A motion to approve the agenda was made by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

**3. Public Comment**

There were no public comments.

**4. Financial Reports**

**a. January 2008 Report**

Finance Officer Phil Hull presented the January 2008 Financial Report. He noted that the fuel cost breakdown was absent from the board packet, but he did have copies if anyone requested to see the spreadsheet. At this time, the District is 59% of the way through the Fiscal Year. Total General Fund fuel expense is at 48.69%. The Ambulance Fund is at 50.68%.

Secretary-Treasurer Tittle asked where the 12-Month Cash Flow Projections spreadsheet was. Phil reported that Chief Hard used to create that spreadsheet. Secretary-Treasurer Tittle requested that Phil continue to present the 12-Month Cash Flow Projection spreadsheet monthly. Phil then proceeded through the presented Fund Summaries. General Fund Revenue is at 93.4% for the Fiscal Year. General Fund Expenditures are at 50.6%. The Ambulance Fund Revenue is at 44.7% and Expenditures are at 54.1%.

Phil indicated that the \$15,231.78 under MISC REVENUES was a mix of Worker's Compensations wages reimbursed and insurance claim payments for damages to Station 6, 3101, and 3121. Vice President Scott asked if this revenue was equal to what the District paid for repairs. Chief Spradley indicated that, minus the District's deductibles, these amounts were equal.

Total Suppression Expenditures are at 51.8%, Prevention is at 47.5%, Administration is at 45.6%, Training is at 41.4%, Hazardous Materials is at 50.6%, and the Ambulance Fund is at 54.1%. Phil then covered the Reserve Funds. He reported that the Apparatus Fund is at 2.6%, the Insurance Reimbursement Fund is at 16.9%, and the Station Reserve is at 50.5%.

Vice President Scott if there were any questions on the Financial Report. Secretary-Treasurer Tittle indicated that he would like the District to deal with the Ambulance Fund shortage now. After the discussion, Secretary-Treasurer Tittle made a motion to accept the financial reports for January, seconded by Director Green, carried unanimously.

## **5. Action Items**

### **a. Resolution 08-01 – Adopting revised Board Policy Chapter 4**

A motion was made to approve Resolution 08-01 by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously. Chief Wenzel clarified that this resolution adds the Pledge of Allegiance to the monthly Board meeting agenda.

### **b. Request for turnout purchase from L.N. Curtis and Sons as budgeted for**

Operations Chief Spradley presented a memorandum regarding a request for a turnout purchase from L.N. Curtis and Sons. This purchase would include new turnouts for the six firefighter/paramedics that have completed their probation. In addition, the purchase includes Chief Wenzel. This purchase was budgeted for and Chief Spradley does not anticipate the total cost going above what was budgeted.

Secretary-Treasurer Tittle indicated to Chief Wenzel that this is why the 12-Month Cash Flow Projection spreadsheet is an important report. This report answers the question of if the District has the money to cover purchases, such as new turnouts. Chief Wenzel reported that he and Chief Spradley had a discussion about this. Secretary-Treasurer Tittle asked if the District has the money for this purchase and Chief Wenzel responded that we do.

After the discussion, a motion was made to approve the request for the purchase of seven sets of turnouts from L.N. Curtis and Sons by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

### **c. Request for Nomex uniform shirt purchase from Advantage Gear as budgeted for**

Chief Spradley reported that this request is in follow up to a request presented the Board the previous April. The District would like to complete the transition to Nomex material for District issued uniform wear. The Board requested at that time that the District test these shirts prior to purchasing them. Three line personnel and one Deputy Fire Marshal have been testing these shirts since that time.

In addition, Chief Spradley reported that the Chief Officers would also be switching to these new dark shirts. Each division will be paying for their share of the purchase and this purchase was budgeted for. Secretary-Treasurer Tittle asked if the District has the money for this purchase and Chief Wenzel responded that we do.

After the discussion, a motion was made to approve the request for the purchase of new Nomex uniform shirts from Advantage Gear by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

### **d. Request for Station 5 extractor purchase as budgeted for (pending updated quote)**

Chief Spradley presented the Board with a memorandum and quote for the purchase and installation of a washer-extractor for Station 5. Chief Spradley reported that this is a carryover item from last fiscal year; however, the purchase was postponed to allow for the installation of this equipment in the new fire station. The District determined that it would cost more to retrofit an existing station for installation. Chief Spradley indicated this is why it would be placed at Station 5, which has been constructed to hold one of these.

The District currently uses the washer-extractor at Kingsley Field every time we wash a set of turnouts. In addition, the District has been purchasing higher quality turnouts and this washer-extractor will help to extend the life of these turnouts.

After the discussion, a motion was made to approve the request for the purchase of a new washer-extractor for Station 5 from L. N. Curtis and Sons by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

**e. Approval of January 15 Regular Meeting Minutes**

Secretary-Treasurer Tittle made a motion to approve the minutes, seconded by Director Green, carried unanimously.

**f. Ratification of January 2008 Bills**

Secretary-Treasurer Tittle indicated that he had several questions regarding the January bills. He inquired about the payment to BOLA Consultants. Phil Hull reported that this is the second, and final, payment for the Fire Chief Hiring process. He also asked about the check to Crater Chain Saw. Chief Spradley reported that this is a charge for a chainsaw that will be used throughout the District. This is a specialized chainsaw. Captain Bill Clanton also indicated that this chainsaw has been used on several occasions and will last longer than a standard chainsaw.

Secretary-Treasurer Tittle asked about the payment to Ashland Community Hospital. Chief Keady replied that this was payment for the purchase of some EZ-IO kits that Ashland had a surplus of. He reported that this saved the District money by buying direct from them. He asked about the payment to Dr. Mitchell. Phil reported that this is his monthly fee.

There were two ambulance reimbursements this month; one to Celia Johnson and the other to QVI Risk Solutions.

At this time, Director Green declared a conflict of interest and did abstain from voting on the ratification of January 2008 bills. Due to the lack of a voting quorum, the ratification of the January 2008 bills will be tabled until the March meeting.

Vice President Scott indicated that he appreciated the staff looking for ways to save money.

**6. Informational Reports**

**a. Discussion on Resolution 07-18 – Establishing Ambulance Rates for Fiscal Year 2007-2008**

Chief Wenzel reported that during the implementation of Resolution 07-18, the District has come across some items of concern that we would like to voice to the Board. He is not requesting any action at this time.

Chief Keady reported that he has recently taken over as the Supervisor of the Ambulance Billing Department. He is working with the staff to learn how this department works. One part of Resolution 07-18 is the billing of \$200 for an ambulance assessment fee. Through further investigation, it was determined that Medicare will not pay any fees unless the patient is transported. This fee also puts the District employees providing the care into a position where they are asking more questions about billing and insurance than about patient care.

Chief Keady is working on other ways of increasing income. One program he is looking at reinstating is the Paramedic Assist Program. This is when the District responds to outlying agencies and provides paramedic level treatment for their patient. In addition, Chief Keady has been looking at the various rates that the District can bill for.

Chief Keady then asked the Board what types of reports they would like to see from the Ambulance Billing department. He then explained a couple of reports he is currently working on. Secretary-Treasurer Tittle asked to see a report of "days of accounts receivable". This would be an aging report for bills sent out by the District. He also commented that another thing to look at is our billing reports and making sure they are done completely so that the reports are not the reason we are not getting paid.

Chief Keady reported that his is scheduled to attend further training on ambulance billing and policies. Secretary-Treasurer Tittle indicated the he feels the patient assessment fee has value in making the charge. He feels that if we go forward with this and continue to bill for it, Medicare and other insurance agencies will see that this is a legitimate charge and begin paying for it.

### **Administration**

#### **a. Update on Lakeshore Fire Station**

Chief Kenworthy presented an update on the Lakeshore Fire Station. He and Chief Wenzel have worked with the contractor to get some cleaning issues taken care of at the station. In addition, a representative from Overhead Doors has detected the problem of the leak on the doors facing Lakeshore. This will be corrected. Chief Kenworthy will be going through all of his paperwork to close out the contract.

Chief Wenzel and Chief Kenworthy have met with representatives from Day Wireless regarding the design for the tone-out system. The District should have a design on paper within the next couple of weeks. At this time, the District is not committed to any particular vendor for this system. Day Wireless has indicated that if they are the chosen vendor, they see no problem with completing this work by June 1, 2008.

The initial fiber optic payment has been made to Hunter Communications. There was no completion date indicated in the contract. Hunter Communications had committed to having this done by June 1, 2008. They are waiting for the weather to get better. The target date for completion of the station is June 1, 2008. At that time, it will become a fully functional station.

Vice President Scott asked if the District has any kind of agreement saying the District has to have the building occupied by a certain time. Chief Kenworthy understands that there was a provision in the documents transferring the property to the District that indicated the Station had to be occupied for at least one day prior to July 1, 2008. Chief Kenworthy has not actually seen the document to be able to confirm this.

Chief Kenworthy reported that the Station Design committee will be getting back together to do some brainstorming and scheduling for purchasing station furnishings.

#### **b. January 2008 Web Site Statistics**

The Board reviewed the monthly report of the web site statistics.

#### **c. March Chief Officers and Duty Chiefs schedules**

The Board received copies of the March Chief Officers and Duty Chief schedules.

**d. Thank you letters**

The Board reviewed thank you letters received by the District.

**e. February Fire Chief's Community Activity Memo**

Chief Wenzel presented his monthly report. Secretary-Treasurer Tittle added that there was a nice article about Chief Wenzel in the Herald and News.

**f. Other reports of the Fire Chief**

Chief Wenzel thanked the Board for appropriating the funds for the Employee Appreciation Dinner. He also thanked the committee that worked on putting the night together. Vice President Scott added that he hopes this is a sign that moral is picking up.

**Operations**

**a. Incident Activity through January 31, 2008**

Chief Spradley reported that January was a busy month with all the snow. There were several building collapses due to the snow.

**b. February Operations Chief Community Activity Memo**

Chief Spradley presented his monthly activity memo.

**Training**

**a. February Training Calendar**

The Board reviewed the training calendar for the month.

**b. January Training Statistics**

Chief Keady indicated that his December report was incorrect due to accounting of hours. He has updated this report to be accurate.

**c. February Training Chief Community Activity Memo**

The Board reviewed Chief Keady's monthly community memo.

**Prevention**

**a. February Fire Marshal Community Activity Memo**

Chief Kenworthy distributed his monthly activity memo. He continues to do plan reviews. There are several new buildings being considered. The city has also asked Chief Kenworthy to be involved with reviewing the plans for the renovation of the Armory for the new police department. In addition, the Fire Prevention Division has also been responding to the building collapses.

Vice President Scott reported that he read an article in the Journal of the American Medical Association regarding a Medicare Study done by a college back east. It stated that Medicare gets a lot of their dollar amounts from European prices. He found this interesting and indicated that maybe since the study, Medicare would see that they are comparing apples to oranges.

**7. Adjourn**

The Board adjourned at 8:10pm.

**The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at The Center for Occupational Health, 2621 Crosby Ave., on Tuesday, March 18, 2008 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**