

**Board of Directors
Minutes**

Regular Meeting

March 18, 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: Gloria Storey, President
Alan Scott, Vice President
Rod Green, Director
Mike Harrigan, Director

Members Absent: Stewart Tittle, Secretary-Treasurer

1. Call Meeting to Order

President Storey called the meeting to order at 7:00PM

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Approval of Agenda

A motion to approve the agenda was made by Vice President Scott, seconded by Director Green, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. February 2008 Report

Phil Hull presented the February 2008 Financial Report. The breakdown of fuel costs for the General Fund and the Ambulance Fund are both well under the 67% of the year that has past. The General Fund has received 95.6% of its budgeted revenue and is at 57.3% of its expenditures. The Ambulance Fund has received 48.7% of its budgeted revenue and is at 61% of its expenditures. President Storey asked if the District is going to remain within the budget for General Fund TECH SERVICES. Phil indicated that he believes we will, but if we do go over, it will still be well below the total Service budget.

The Prevention Division is 54% expended. Administration is 51.7% expended. President Storey pointed out that Total Services for Administration are 65%. Phil indicated that, in budgeting, you would combine the Total Services with the Total Materials and Supplies. This would bring that 65% down. Training is 48.8% expended. Hazardous Materials is 57.3 % expended.

Phil then walked through the Reserved Funds. The Apparatus Fund is 20.1% expended. The Station Reserve Fund is 50.7% expended. There have been no expenditures from the Firefighter Emergency Benefit Fund. Phil also explained that the Debt Service Fund was not budgeted for because it was created to pay off the Full Faith and Credit Bond. The Financial Report shows the first payment on the principal, plus interest. Vice President Scott asked how the payments are made. Phil reported

that according to the paperwork from US Bank, these are quarterly payments and they will be around \$92,000-\$95,000 each quarter.

Phil is still working on the Cash Projections worksheet for reporting and forecasting. After the discussion, Vice President Scott made a motion to accept the financial reports for February, seconded by Director Green, carried unanimously.

6. Action Items

a. Approval from the Board for FEMA/DHS grant application

Request: A motion to approve Fire District No. 1 to apply for a FEMA/DHS grant, due April 4, 2008.

Chief Wenzel informed the Board that the District is in the middle of the process of developing an application for a grant through the FEMA Assistance to Firefighter Grants. He is asking the Board for their support of the application for funds for a new engine. Chief Wenzel reported that the cost of a new engine, completely outfitted, would be around \$400,000. If awarded the grant, the District would be required to provide a 20% match. That means the District would have to match with approximately \$80,000.

Chief Wenzel also reported that the grant committee is looking at applying for a grant for regional training. He informed the Board that these grants will not pay for the construction of a new training facility. The deadline for these grant applications is April 4, 2008. Director Harrigan made a motion to support Chief Wenzel and Fire District No. 1 in applying for the FEMA Assistance to Firefighter Grant, seconded by Vice President Scott, carried unanimously.

b. Approval of February 19 Regular Meeting Minutes

Vice President Scott made a motion to approve the minutes, seconded by Director Green, carried unanimously. (It was later determined that there was not a quorum of members present at the February 19, 2008 to approve these minutes. This item will be placed on the April 15, 2008 meeting for approval)

c. Ratification of January 2008 Bills (*tabled due to lack of voting quorum*)

At this time, Director Green declared a conflict of interest and did abstain from voting on the ratification of January 2008 bills. A motion was made for ratification of the January 2008 bills by Director Harrigan, seconded by Vice President Scott, carried unanimously, with one abstention.

d. Ratification of February 2008 Bills

Vice President Scott made a statement to the Board and attendees regarding the District watching their spending. He acknowledged that the District is getting ready to start the budget process and it's time to tighten our belts and cut spending.

A motion was made for ratification of the February 2008 bills by Director Harrigan, seconded by Director Green, carried unanimously

At this time, the Board is now acting as Contract Review Board and will take up the matter of:

e. Technical Service Support Agreement with Medtronic Emergency Response Systems for the LifePak 12

Chief Keady presented information on the LifePak 12 contract. This contract is currently expired, but Medtronic is holding the price because of the timeliness of the March Board meeting. Vice President Scott clarified that this contract is for \$23,000 spread over 5 years, so it is \$4,600 a year. He asked how much of a problem it would be if the District did not renew this contract. Chief Keady replied that the service contract pays for the batteries and any service on top of that is free. President Storey asked if there were any other companies that gives this service. Chief Keady said there is not. A motion to accept the Technical Service Support Agreement for \$23,000 with Medtronic Emergency Response Systems for the LifePak 12 was made by Vice President Scott, seconded by Director Green, carried unanimously.

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

7. Informational Reports

Administration

a. Update on Lakeshore Fire Station

Chief Wenzel reported that the District is currently working on the design for the alerting system. The Station Design Committee is meeting on Friday, March 21st to finish up the interior of the station.

President Storey asked about the water bill. She asked if this bill was going to be this high all the time. Phil Hull reported that the Station is on the Running Y water system and they have the Station listed as a commercial building. This means that the least the bills will be each month is \$440 for the water and \$75 for the sewer. Director Harrigan suggested that the District speak with the Running Y and appeal the commercial categorization. Phil indicated that he believes that Chief Kenworthy is already in talks with them. President Storey asked Attorney Gourley to check into if the District can drill a well on the property. Chief Wenzel reported that the District is not metered on the hydrant so we won't be charged when we use the hydrant for training.

b. February 2008 Web Site Statistics

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

c. April Chief Officers and Duty Chiefs schedules (*hand out at meeting*)

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

d. Thank you letters

The Board reviewed thank you letters received by the District.

e. March Fire Chief's Community Activity Memo

Chief Wenzel reported that he is currently meeting monthly with the Incident Management Team formation for the county. This committee is made up of the leaders of several key emergency service agencies.

In addition, the staff is working on the continuation of the Strategic Plan. President Storey asked if Chief Wenzel would like to schedule a meeting with the Board. He indicated that staff would like to lay the groundwork prior to meeting with the Board.

f. Other reports of the Fire Chief

There were no other reports.

Operations

a. Incident Activity through February 29, 2008

Chief Spradley commented that calls for this year are currently 5.5% higher than this time last year.

b. March Operations Chief Community Activity Memo

Chief Spradley pointed out that we celebrated Captain Vic Terry's 30-year anniversary with the District. He also talked about working with the city and the OIT Surveying Club to GIS all the hydrants. Chief Spradley reported that this could potentially cost the District a couple of thousand dollars. President Storey asked if this was something that would be done after June 30th. Chief Spradley indicated that the plan is to do it this Spring Term at OIT. Director Harrigan asked if this would also include surveying the valves. Chief Spradley said that it would.

Chief Spradley also reported that he has completed his first EFO class at the National Fire Academy.

Training/Ambulance

a. March Training Calendar

The Board reviewed the training calendar for March. President Storey asked who teaches the classes listed on the calendar. Chief Keady indicated that this is generally in-house training taught by the station captain or their designee.

b. February Training Statistics

Chief Keady presented the Board with the projected/actual training hours for the month of February.

c. March Training Chief Community Activity Memo

The Board reviewed Chief Keady's monthly Community Activity Memo.

d. Ambulance Information Report

Chief Keady reviewed an ambulance information report that he told the Board last month he would be presenting. This report does not make any recommendations or changes. President Storey asked if the District ever got a list of independent ambulance companies are charging for and their rates. Chief Keady replied that he does have this list. Vice President Scott interjected that he hopes that whatever Chief Keady comes up with interfaces as well as we can with Medicare so that the District can get the most possible return for the services that we render.

President Storey indicated that she would like to see a FireMed brochure placed in every ambulance bill the District sends out. Currently, the billing department is putting florescent "FireMed" stickers on every bill.

e. Aging Report for Medicare and Insurance billing

Chief Keady presented aging reports as requested by Secretary-Treasurer Tittle at the February Board meeting.

f. Aging Report for Private Party and Collections billing

Chief Keady presented aging reports as requested by Secretary-Treasurer Tittle at the February Board meeting.

Prevention

a. March Fire Marshal Community Activity Memo

Chief Kenworthy was attending training out of town and was not present at the Board meeting. President Storey asked how the Home Show went. Chief Wenzel reported he believed it went well.

8. Adjourn

The Board adjourned at 7:38PM.

Executive Session – Under ORS Section 192.660 (2) (h), to consult with legal counsel. The Board of Directors will not reconvene to regular session.

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, April 15, 2008 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR