

**Board of Directors
Minutes**

Regular Meeting

April 15, 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
Stewart Tittle, Secretary-Treasurer
Rod Green, Director
Mike Harrigan, Director (arrived at 7:24PM)

Members Absent: None

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 Director Green, seconded by Vice President Scott, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. March 2008 Report

Finance Officer Phil Hull started his report by handing out tentative dates the Budget Committee meetings. Phil then proceeded through the March Financial Report. He indicated that 75% of the fiscal year has passed. Total Fuel Costs are well under at 66.68% for the fiscal year. He reviewed the Revenue for this fiscal year so far. The General Fund is at 97% of Total Fund Revenue. Phil walked the Board through the Expenditures. Suppression is at 65.3%. Prevention is at 60.5%. Administration is at 57.5%. Training is at 55%. Hazardous Materials is at 63.8%. The Ambulance Fund is at 55.6% of Total Fund Revenue and 68.3% Total Fund Expenses for the fiscal year. Phil then presented the Cash Balances for the fiscal year.

President Storey inquired about the amount of money in collections for the Ambulance Fund. Phil indicated that he did not have these amounts in his software program. This information would come from the Ambulance Billing software. President Storey would like to know what the District has in collections that are over 180 days old. She asked how productive the collection agency has been over the last 60-90 days. Phil reported that the agency has had some staffing changes over the last 18 months and he indicated that the checks we have been getting from them have been significantly larger since these changes.

Vice President Scott asked if some of the accounts were people making monthly payments. Phil indicated that they this is correct. President Storey asked how long the agency would try to collect on an account. Phil replied that they will stay in collections unless we receive a letter from the court stating they have declared bankruptcy.

Secretary-Treasurer asked for the cash projections to show the current month and the 12 months ahead. After the discussion, Secretary-Treasurer Tittle made a motion to accept the financial reports for March, seconded by Vice President Scott, carried unanimously.

6. Action Items

a. Resolution 08-02 – Establishing Additional Ambulance Rates for Fiscal Year 2007-2008

This Resolution was a product of research done by Chief Keady. The District has the ability to charge at a higher rate when we do work at a higher level.

A motion to read Resolution 08-02 by title only was made by Vice President Scott, seconded by Director Green, carried unanimously. Celeste Grimes read Resolution 08-02 by title only. This is a Resolution to establish additional ambulance rates for fiscal year 2007-2008. A motion was made to approve Resolution 08-02 by Vice President Scott, seconded by Director Green, carried unanimously.

b. Approval of February 19 Regular Meeting Minutes

(It was determined that there was not a quorum of members present from the February 19, 2008 to approve these minutes at the March 18, 2008 meeting. This item will be placed on the April 15, 2008 meeting for approval)

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

c. Approval of the March 18 Regular Meeting Minutes

Director Green made a motion to approve the minutes, seconded by Vice President Scott, carried unanimously.

d. Ratification of March 2008 Bills

A motion was made for ratification of the March 2008 bills by Secretary-Treasurer Tittle, seconded by Vice President Scott, carried unanimously

7. Informational Reports

Administration

a. Update on Lakeshore Fire Station

Chief Kenworthy provided an update on the Lakeshore fire station. The District is currently waiting on a design for the tone out system. Hunter Communications has not been able to start the fiber optics yet because they are waiting for the approval to use the power poles from Pacific Corp. Hunter Communications expects to have the go ahead from Pacific Corp sometime in the next 10 days.

The station design committee has met to prepare lists and identify materials that will be needed for the station on a room by room basis. President Storey asked who was on this committee. BC Morehouse is the project manager. Chief Spradley, FF Chad Tramp, FF Gary Weitzel, and Captain Todd Teaford all serve on the committee.

Chief Spradley and Celeste Grimes met with Basin Telecom and the work is underway for the phone system installation. President Storey asked for an estimated date for total completion of the station. Chief Kenworthy estimated that the station could be complete by June 1, 2008.

b. March 2008 Web Site Statistics

President Storey commented that she hasn't visited the web site in a couple of weeks, but she does think it is a good site. Chief Wenzel reported that, in addition to the web site, Celeste is working on the District Intranet. This will be a place where employees in the District will be able to have discussions. The District will also be able to post documents and forms to help disseminate information. This will help to do some of the pre-meeting assignments.

c. May Chief Officers and Duty Chiefs schedules

Chief Wenzel reviewed the May Chief Officer and Duty Chief calendars.

d. Thank you letters

The Board was presented with the thank you letters received by the District in the last month. President Storey asked about the Seattle Stairclimb. She asked how many from our District participated. The District sent seven people this year.

e. April Fire Chief's Community Activity Memo

Chief Wenzel went through his monthly activity memo.

f. Other reports of the Fire Chief

Chief Wenzel reported that the District does not have a final product to present on staffing Station 5. There is currently a meeting scheduled for April 18th to discuss this. In addition, management will be working with Local 890 over any bargaining issues. Chief Wenzel indicated that the projected opening date is July 15, 2008.

Operations

a. Captain's Examination Committee

Operations Chief Spradley asked for a member of the Board of Directors to participate in the upcoming Captain's examination process. Vice President Scott will participate. Chief Spradley will have committee meeting dates by the May Board meeting. Secretary-Treasurer Tittle asked how many Captains' positions are open. Chief Spradley reported that there are no current openings. This would establish a list.

b. Incident Activity through March 31, 2008

Chief Spradley reviewed the incident activity report. He commented that fires are down from this time last year. He anticipates these types of calls going back up as we head into opening burning season. Overall, the District has a little higher of a call volume from this time last year.

c. April Operations Chief Community Activity Memo

Chief Spradley presented his monthly activity memorandum. He is working with City Engineer Don Wilcox regarding the Portland Street crossing. President Storey asked about Chief Spradley's discussion with Chief Hunter regarding the driveway at Station 3. Chief Spradley commented that this has to do with the City Police Department moving into the Armory building.

Training/Ambulance

a. April Training Calendar

The Board reviewed the April training calendar. President Storey commented that she had talked to Chief Keady about some computerized training that she had seen on the Medford news station.

b. March Training Statistics

The Board reviewed the March training hours.

c. April Training Chief Community Activity Memo

The Board was presented with Chief Keady’s monthly activity memo.

d. EMS Billing Reports

The Board reviewed the monthly EMS billing reports.

Prevention

a. April Fire Marshal Community Activity Memo

Chief Kenworthy reviewed his monthly memo. The County has added two commercial plans examiners. Chief Kenworthy reported that he will be seeing less plan reviews than he has been. He does anticipate his participation in the Mega Mall project.

President Storey asked about Chief Kenworthy’s meeting on April 4, 2008. He commented that this meeting was about a proposed subdivision that requires a second access once it exceeds 30 homes. At this time, it is only accessible from Keller Road. There are approximately 70 homes in the area right now. ODOT has concerns with where traffic is coming out. This subdivision has been denied by the Planning Commission. The County Board of Commissioners met and sent it back to the Planning Commission.

8. Adjourn

The Board adjourned to Executive Session at 7:45PM.

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, May 20, 2008 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR