

## **Board of Directors Minutes**

### **Regular Meeting**

**May 20, 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

**Members Absent:** Mike Harrigan, Director

### **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. A moment of silence for the two Medford firefighters killed followed. Vice President Scott commended everyone involved, especially President Malone, in assisting with the services.

### **3. Approval of Agenda**

A motion to approve the agenda was made by Vice President Scott, seconded by Secretary-Treasurer Tittle, carried unanimously.

### **4. Public Comment**

President Malone commented that he has discussion regarding the Insurance Committee Recommendation. President Storey requested that President Malone wait until that agenda item for his comments.

Attorney Gourley commented that he visited the Firehouse restaurant in Florence that displays department patches. He was pleasantly surprised to find the Fire District No. 1 patch.

### **5. Financial Reports**

#### **a. April 2008 Report**

Finance Officer Phil Hull presented the April financial report. He indicated that we are currently 85% of the way through the fiscal year. He started by reviewing the fuel breakdown spreadsheet. This spreadsheet was not included in the regular board packet and was distributed at the meeting. As of the end of April, the General Fund is at 76.39% and the Ambulance Fund is at 78.5% expended.

It was brought to Phil's attention that the financial reports have two page numbers on them. One page number is the financial report page number and the second is the actual handwritten board packet number. Phil will be referencing the handwritten board packet number.

Phil then proceeded through the financial report. The General Fund Revenue is at 97.9% for the fiscal year. Total Fund Expenditures for the General Fund are at 70.9%. Ambulance Fund Revenue is at 61.5% and Expenditures are at 75.3%. The Suppression budget is at 72.5% expended, Prevention is at 67.4%, Administration is at 62.7%, Training is at 62.5%, and Hazardous Materials is at 66.5%.

Phil reported that the twelve month cash forecast that was requested by Secretary-Treasurer Tittle was not included in this month's packet, as the District is currently going through the forecasting budget for this next fiscal year. Vice President Scott asked if this would be included in the next packet. Phil indicated that he will be working on this.

President Storey asked what line item EMT. AMBULANCE under Ambulance Fund Expenditures represented. Phil replied that this covers certification premium for EMT Intermediates and Paramedics. After the discussion, Secretary-Treasurer Tittle made a motion to accept the financial reports for April, seconded by Director Green, carried unanimously.

## **6. Action Items**

### **a. Insurance Committee Recommendation**

The Board was presented with a memorandum regarding the Insurance Committees recommendation. President Malone indicated that he believed the committee would recommend changing the date for the IRS 125 to August. If that plan is not established by then for short-term, and the District waits for a full six months, then the District won't be able to make the change in January to get things on track. Secretary-Treasurer Tittle concurred with President Malone.

President Storey asked for clarification on what the Insurance Committee is recommending. Secretary-Treasurer gave a brief report from the Insurance Committee meeting. He indicated that the Insurance Committee would like permission to review a potential alternate Agent of Record. Vice President Tittle was impressed with Local 890 and the work they have done on this committee. He also indicated that one option is to continue on with the same program. This would be a 5.63% increase over the previous year.

A motion to extend the existing Pacific Source health insurance plan, including the annual HRA/VEBA contribution, was made by Secretary-Treasurer Tittle, seconded by Vice President Scott, carried unanimously.

A motion to direct the Insurance Committee to develop and implement a plan to align the current IRS 125 plan to renew January 1 of each calendar year instead of in August was made by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

A motion to direct the Insurance Committee to continue to meet over the next six months to review alternate insurance options and report to the Board at the July 2008 Board meeting was made by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

### **b. Renew IGA with Klamath County for Plan Review Service**

Chief Wenzel presented the Board with the Intergovernmental Agreement between the District and Klamath County to provide a fee structure for plan reviews. Chief Wenzel asked for a motion to direct the Fire Chief to sign the agreement. Secretary-Treasurer Tittle asked if this was usual work for a Fire Marshal. Chief Wenzel indicated that it is usual for the fire district to do plan reviews. Vice President Scott asked if Attorney Gourley had reviewed this agreement. He replied that he had look through it. Vice President Scott asked if there was anything different from the old contract. Chief Wenzel indicated that there were no changes. A motion to direct Chief Wenzel to sign this agreement was made by Secretary-Treasurer Tittle, seconded by Vice President Scott, carried unanimously.

**c. Approval of the Cascades East AHEC Reimbursement Contract**

Chief Keady explained that this contract would allow the District to be reimbursed for expenses incurred through the Hospital Preparedness Program. This contract has been reviewed by legal council and Chief Keady recommends the Board approve it. A motion to direct Chief Wenzel to sign this agreement was made by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

**d. Change June Board Meeting date from June 17<sup>th</sup> to June 24<sup>th</sup>**

Finance Officer Phil Hull requested that the Board move their June meeting back one week due to the dates of the Budget Committee meetings and the deadlines for publishing the budget prior to Board approval. A motion to move the June Board meeting from June 17<sup>th</sup> to June 24<sup>th</sup> was made by Secretary-Treasurer Tittle, seconded by Vice President Scott, carried unanimously.

**e. Approval of the April 15 Regular Meeting Minutes**

Vice President Scott made a motion to approve the minutes, seconded by Secretary-Treasurer Tittle, carried unanimously.

**f. Ratification of April 2008 Bills**

Secretary-Treasurer Tittle inquired about charges on the Generic Credit Card. Vice President Scott asked if the District uses discretion when making lodging arrangements and makes an attempt to get the best possible rates for travel. Stacy Brainard reported that several factors are taken into consideration when making travel arrangements. In addition, Secretary-Treasurer Tittle had several questions regarding the monthly checks. A motion was made for ratification of the April 2008 bills by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

**7. Informational Reports**

**Administration**

**a. Update on Lakeshore Fire Station**

Chief Spradley reported that the fiber optic installation is being worked on. The tone-out system, phone system, and computers are not complete. The scheduled completion date is July 15, 2008. BC Morehouse and Chief Spradley have a meeting scheduled for May 21<sup>st</sup> to review the station furnishings request based on the suggestion of the Station Design Committee. President Storey asked if there were any decisions made on the landscaping. Chief Spradley indicated that no decision had been made yet. The District is still in negotiations with Local 890 for staffing this station.

**b. April 2008 Web Site Statistics**

The Board reviewed the April web site statistics.

**c. June Chief Officers and Duty Chiefs schedules**

The Board reviewed the June Chief Officers and Duty Chiefs schedules.

**d. Thank you letters**

The board reviewed letters received by the District last month. Vice President Scott asked about the letter from the family of Gary Shepherd. Chief Wenzel reported that the family contacted the District requesting participation of an engine at the service for Mr. Shepherd, who was a 30-year veteran of the fire service in California. Chief Wenzel met with the family prior to the service and Captain Brainard's crew took an engine and made a presence during the service.

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

The Board reviewed Chief Wenzel's monthly activity report. President Storey asked about the outcome of the discussions regarding the driveway at Station 3. Chief Wenzel reported that the District is still working with the City and the Police Department to reconfigure the island and the driveway to make backing the truck easier. There is still research going on to determine where the District property ends and the City property begins.

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

Chief Wenzel reported that he attended the Annual Oregon State Hazardous Materials Teams Conference Awards Dinner on April 30<sup>th</sup>. He reported that the Klamath/Lake State HazMat Team won the "Call of the Year" award for the over-turned gasoline tanker on South 6<sup>th</sup> Street in July of 2007. In addition, Captain Brainard received the "So Other Can Succeed" award and Stacy Brainard received the "HazMat Appreciation Award".

**Operations**

**a. Captain's Examination Committee**

Chief Spradley reported that the announcement for the Captain Examination has been posted. Applications are due back by 17:00 hrs on Monday, June 16<sup>th</sup>. The written exam is scheduled for July 14<sup>th</sup>. Successful candidates will participate in the Assessment Center on July 28<sup>th</sup> and 29<sup>th</sup>. Vice President Scott commented that it has been a pleasure to serve on the Examination Committee. He commended Captain West, BC Riblett, and Chief Spradley for their work with this.

**b. Incident Activity through April 30, 2008**

The Board reviewed the incident activity report for April. Chief Spradley clarified that incidents shown under the "500-Service Call" incident type refer to calls that ended in some type mitigation. The "600-Good Intent Call" incident type refer to incidents where the crews did not find anything upon arrival and no actual mitigation took place.

Chief Spradley also reported that the District had instituted the CAD interface and it seems to be working well.

**c. May Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's community activity memo. He reiterated the Board's comments on all of the work that President Malone did to facilitate the District's participation with the Medford firefighters. President Storey asked Chief Spradley about the meetings regarding the Portland Street intersection. Chief Spradley responded that they are still working on the options for this intersection.

President Storey also asked about the meeting on May 16<sup>th</sup> regarding the run cards and response lists in the Memorial Drive area. Chief Spradley indicated that the District is working with Chief Shae from District 4 and Dr. Ritter from OIT to clarify the boundary lines for this area and update the run cards to reflect these boundaries.

President Storey commented that she feels that District personnel have always represented the District in the highest respect. Anytime they have been called upon, they have always responded and she is very proud of that. Captain Mulvey reported that the District collected \$1,520 to send to the families.

**Training/Ambulance**

**a. May Training Calendar**

The Board reviewed the May training calendar. In addition, Chief Keady reported that he is working with Captain West to train the crews in pre-fire planning. This will assist the crews when they arrive on scene of an incident.

**b. April Training Statistics**

The Board reviewed the April training statistics.

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

The Board reviewed Chief Keady’s monthly community activity memo.

**d. EMS Billing Reports**

Chief Keady indicated that the financial portion of this report will be included in the financial section of the Board packet in the future. Secretary-Treasurer Tittle asked if there had been any progress on figuring out how to either collect or write-off the accounts in collections. Chief Keady reported that he and the Ambulance Billing clerks just finished two days of meeting with billing departments in Douglas County and Deschutes County. They were able to get some good information and schedules that they will look at implementing here in the District.

Vice President Scott asked if the District would be conducting any live-fire trainings. Chief Keady reported that there is one scheduled for May 25<sup>th</sup> and another one scheduled for May 29<sup>th</sup>.

**Prevention**

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

Chief Kenworthy was not present at the meeting. The Board did not have any questions regarding his monthly report.

**8. Adjourn**

The Board adjourned to Executive Session at 8:12PM.

*Executive Session – Under section 192.660 (2) (h) Consultation with Legal Counsel, and under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations. 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, June 24, 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**

