

**Board of Directors  
Minutes**

**6:00 PM - Executive Session**

**July 15, 2008**

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 convene to regular session at 7:00 PM.

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

**Members Absent:**

**Regular Meeting**

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:**

**1. Call Meeting to Order**

President Storey called the meeting to order at 7:05PM.

**2. Pledge of Allegiance**

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

**3. Approval of Agenda**

President Storey indicated there was an addition to the agenda. Item 6g. Exploration of Legal Issues in Forming a Political Action Committee. A motion to approve the amended agenda was made by Director Green, seconded by Director Harrigan, carried unanimously.

**4. Public Comment**

President Storey made the statement that Director Stewart Tittle has given his resignation and the Board has accepted it.

President Storey also read the following statement:

“At our June Board meeting a comment was made relating to making out resumes. At times, when the stress of a situation is upon us, individual comments can be made out of frustration which do not accurately reflect the views of the entire Board. The Board and the Staff are addressing the District’s needs with all due diligence and are committed to reestablishing the financial strength of this District.”

## **5. Financial Reports**

### **a. June 2008 Report**

Phil Hull reviewed the Cash Projections for the next twelve month period. He indicated that the beginning balances have been updated to reflect a \$10,000 higher cash balance than the District had anticipated. President Storey asked about the \$750,000 Phil has on the Short Term Operating Loans. Phil commented that he has calculated the cash the District had on hand July 1, 2008, and how far that would take the District. He thinks it will go through August. This is just an estimate. Instead of putting the entire amount the Board would authorize the Chief to incur, Phil put what he estimates the District will actually need to get through to November borrowing on an as needed basis.

Phil then reviewed the cash balances and fuel costs breakdown for then end of the fiscal year. He indicated that the cash balances report reflects actual bank statement balances. He also reported that all figures in the financial statements will be for the fiscal year ending June 30, 2008. He cautioned that these figures are unaudited. President Storey asked if Phil had come up with any information regarding a new auditor. Phil replied that he is still looking into this.

Phil continued on through the financial report. The General Fund Year to Date Actual Revenue is \$6,961,359.44, which puts the General Fund at 101.8% for the fiscal year. Expenditures for the General Fund are \$6,792,103.96, which is at 85.1% for the fiscal year. The Ambulance Fund Revenue is at 72.3% and at 89.7% expended. The audit process may make some adjusts to revenue depending on the timing of payments. President Storey asked about how much money was left over in the General Fund at the end of the fiscal year. Phil reported that the General Fund had a remaining balance of \$169,255.48. The Ambulance Fund had an actual loss of \$334,730.80.

Phil then went through the detailed breakdown of revenues and expenditures. The total Suppression expenditures for the year is at 87.0%, Prevention is at 80.8%, Administration is at 74.6%, Training is at 78.5%, and Hazardous Materials is at 75.7%. President Storey asked if wages and salaries were allocated to certain departments. Phil indicated that certain employees are allocated to certain departments. He explained that the way the Ambulance Fund is allocated is anybody that still here from the original twelve that came from West Medic, and then as new employees came on, Chief Hard would determine where they would come out of. The Ambulance Fund pays for a total of twelve employees. President Storey asked who decides now and Phil replied that we haven't had any new employees since Chief Hard left. President Storey also asked if we have someone who has gone off on training, where do their wages get charged to. Phil replied that if the District is covering overtime to cover for their backfill, and if they are going to EMS training, that overtime would get charged to the Ambulance Fund. If not, it would go to the Training Division portion of the General Fund.

President Storey then asked if someone is regularly charged out of Suppression but they are going to a medical training, do their wages come out of Suppression and put into medical while they are at that medical training class. Phil replied no. President Storey asked why not. Phil responded that the cost of the training itself and any travel, lodging, meals, etc while they are gone would be charged to the Ambulance Fund. While they are gone, they are actually on training. If they were assigned to the ambulance then whoever is backfilling their position, their wages would be assigned to the ambulance. President Storey asked if this included the overtime and Phil replied yes.

Phil then reviewed the Ambulance Fund revenue and expenditures. He also went over the expenditures made from the reserve funds. President Storey asked if there were any questions regarding the financial report. After the discussion, Vice President Scott made a motion to accept the financial reports for June, seconded by Director Green, carried unanimously.

## **6. Action Items**

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

### **a. Approval of the Fire Chief to sign the KCICG Intergovernmental Agreement – *Tabled from June 24<sup>th</sup> Board Meeting***

Chief Wenzel reported that for several reasons, this agreement is not ready to be signed. He asked that it be tabled until the next meeting.

### **b. Approval of the Fire Chief to sign the Klamath County Fire Defense Board Mutual Aid Agreement**

Chief Wenzel reported that this is the mutual aid agreement for Klamath County fire agencies. He reported that it has already been through review by Attorney Gourley. Attorney Gourley added in the Waivers and the Hold Harmless to protect everyone against any claims by any other agency involved in it. This includes intentional, reckless, or gross negligence acts. Alan Scott asked if this would cost the District any money. Attorney Gourley replied no because the District can decide at any time not to respond. Alan asked if we incur any costs from other jurisdictions by being a part of this. Chief Spradley reported that this is liberal agreement. All agencies agree to participate for the first 24 hours with no charges; this is an increase from the 12 hours in the previous contract. After 24 hours, the District can send these resources home, the resources can opt out and go home, or they can charge the District. This contract is essentially the same as what we have done in the past. Chief Spradley commented that he believes it is a better agreement than we have ever had in the County. A motion to authorize Chief Wenzel to sign the Klamath County Fire Defense Board Mutual Aid Agreement was made by Vice President Scott, seconded by Director Harrigan, carried unanimously.

### **c. Resolution 08-06 – Authorizing loan for up to 120 days for normal district operation costs until property taxes are received**

A motion to read Resolution 08-06 by title only was made by Vice President Scott, seconded by Director Green, carried unanimously. Stacy Brainard read Resolution 08-06 by title only. A resolution authorizing the Fire Chief to enter into Indebtedness on behalf of Klamath County Fire District No. 1 in an aggregate principal amount not to exceed one million six hundred twenty-five thousand dollars (\$1,625,000.00) with a maximum term of one hundred twenty (120) days. The purpose of the Indebtedness would be to finance the costs of normal operating expenses for the period of August 30, 2008 to November 15, 2008. The Indebtedness would be repaid from normal property tax revenue received by Klamath County Fire District No. 1 from the Klamath County Treasurer during November of 2008. This resolution also provides provisions of who may sign documents and authorize transfer of funds from the Indebtedness to Klamath County Fire District No. 1 bank accounts. A motion was made to approve Resolution 08-06 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:**

### **d. Election of Board Officers**

President Storey indicated that since Stewart Tittle has resigned from the Board, the position of Secretary-Treasurer needs to be filled. President Storey Nominated Rod Green as Secretary-Treasurer, seconded by Director Harrigan, carried unanimously. A second motion to retain Gloria Storey in the position of President and Alan Scott in the position of Vice President was made by Director Harrigan, seconded by Secretary-Treasurer Green, carried unanimously.

**e. Approval of the June 24 Regular Meeting Minutes**

President Storey had a correction on the fourth page of the minutes. Under Resolution 08-05, the sentence currently reads “but whatever money is borrowed is borrowed for an entire year”. President Storey corrected it to say “but whatever money is borrowed, it is borrowed for an entire year.” Vice President Scott made a motion to approve the minutes as amended, seconded by Secretary-Treasurer Green, carried unanimously.

**f. Ratification of June 2008 Bills**

At this time, Secretary-Treasurer Green declared a conflict of interest and did abstain from voting on the ratification of June 2008 bills. President Storey had some questions on the motel bills on the South Valley VISA bill. She pointed out that seven individuals attended the same training and each had their own room for a total bill of over \$2,700. She asked why they were not put two to a room. Chief Keady reported that Chief Hard changed the policy a couple of years ago to anytime the District sends someone to outside training, the District gives them an individual room. This was the direction the Chief Keady was given. President Storey clarified that it is not in any written policy. She indicated that we need to do everything possible to cut back on costs. Chief Keady informed the Board that the District is in the process of rewriting the SOG for training and he will include double occupancy whenever possible.

President Storey asked if there were any other questions from the Board. She asked what the lock-in tiles at Station 5 are. Chief Spradley reported that these are for the weight room flooring. A motion was made for ratification of the June 2008 bills by Vice President Scott, seconded by Director Harrigan, carried unanimously, with one abstention.

**g. Exploration of Legal Issues in Forming a Political Action Committee**

A motion was made for Attorney Gourley to explore the legal issues of forming a political action committee by Director Harrigan, seconded by Secretary-Treasurer Green, carried unanimously.

**7. Informational Reports**

**Administration**

**a. Update on Lakeshore Fire Station**

Chief Spradley reported that the fiber optics installation is complete. The telephone system is also in. The District is currently in the process of receiving all of the furnishing. Most everything has been ordered. The tone-out system is still outstanding. The District has received a quote for installation. President Storey asked how often the District meets regarding the station. Chief Spradley reported that the Station Design Committee meets and communicates frequently. Chief Wenzel reported that often they are impromptu meetings as information becomes available. President Storey also asked if the Chief had a chance to look at the living area floor. Chief Wenzel reported that this item has been discussed but is on hold until all of the other items have been paid for.

**b. June 2008 Web Site Statistics**

The Board reviewed the June 2008 Web Site Statistics.

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

The Board reviewed the Chief Officers and Duty Chiefs schedules for the month of August. Attorney Gourley reported that he will be gone the last week of July and the first part of August.

**d. Thank you letters**

The Board was presented with the thank you letters received by the District over the past month.

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

Chief Wenzel reviewed his Community Activity Memo. President Storey asked if July 22<sup>nd</sup> was the date for the hearing on the de-annexation request. Attorney Gourley confirmed this. Chief Wenzel reported that the District continues to do mapping research on the boundaries of the Fire District. In addition, Chief Wenzel feels that the fiscal impact to the District is approximately \$300.

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

Chief Wenzel had no other reports.

**Operations**

**a. Captain's Examination Committee**

Chief Spradley reported that the written examination was held on the morning of July 14, 2008. Eleven participants completed this exam, out of the thirteen applicants. Results will be posted on July 16, 2008 at 16:00 hrs. The successful candidates will move on to the assessment center process, scheduled for July 29-30, 2008. There will be a dinner on the night of July 28, 2008 at 19:00 hrs at Dynasty restaurant for the assessors. Chief Spradley also invited the Board members to attend the dinner. Vice President Scott commented that it was excellent to see the positive attitude and hard work of the employees who tested. Chief Spradley also commented that this time the District is not using a consultant and the exam committee is picking up a lot of that work. In addition, the District is saving a significant amount of money.

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

Chief Spradley reported that there was nothing real unusual over the last month. Significant calls included a grass fire up off of Hilyard and Watson. This included mutual aid from ODF. There was also a structure fire off of 6<sup>th</sup> Street at the old Carvalo building. There was a significant amount of damage.

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

Chief Spradley reported that he has been doing a lot of work on the Captain's exam this past month. President Storey asked about his activity on July 3<sup>rd</sup> contesting the utility bill at Station 5. Chief Spradley contacted someone he knows out there to try again to contest this bill. Chief Spradley also reported on the chip fire after the fireworks on July 4<sup>th</sup>.

**Training/Ambulance**

**a. July Training Calendar**

The Board reviewed the training calendar for July.

**b. June Training Statistics**

The Board reviewed the training statistic for the month of June.

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

Chief Keady was out of the office and did not provide a written community activity memo. He reported that he was able to shadow at the wildland fire down at Happy Camp, California. He is also working with the health department and medical examiners to develop the mass fatality plan. He will be attending the TransCanada Pipeline exercise in Bonanza on July 16, 2008.

Chief Keady also wanted to recognize Firefighter Dave Tafoya and Battalion Chief Dan Riblett for working hard to meet the new standards for the Intermediate EMT. He praised them for their efforts.

**d. EMS Billing Reports**

There were no questions regarding the EMS billing reports.

**Prevention**

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

Chief Kenworthy was not present at the meeting and the Board did not have any questions regarding his reports.

**8. Adjourn**

The Board adjourned at 7:50PM.

**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, August 19, 2008 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

\_\_\_\_\_  
**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**