

**Board of Directors  
Minutes**

**Regular Meeting**

**August 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:** 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 7:07PM

**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 Harrigan, carried unanimously.

**4. Public Comment**

President Storey extended the Board's sympathies to Attorney Gourley for the loss of his granddaughter.

**5. Financial Reports**

**a. July 2008 Report**

Phil Hull presented the July 2008 Financial Report beginning with the projected cash balances updated to project out twelve months into the future. President Storey asked if the District has made any transfers from the long term loan yet. Phil indicated that there have not been any transfers yet. Phil went over the cash balances report and the fuel cost breakdown by division. He pointed out that budgeted fuel costs were increased by 40% this year. At 8% through the fiscal year, the fuel costs are running a little high.

Phil went through the Fund Summaries for both the General Fund and the Ambulance Fund. The General Fund Revenue is at 1%. He indicated that this is to be expected because the majority of the revenue will come in November. General Fund Expenditures are at 6.8%, which is below the 8%. The Ambulance Fund Revenue is at 5.2% and Expenditures are at 7%. Phil also reported that next month's revenue may be slightly inflated because of the Medicare timing issue that Chief Keady talked about last month. Vice President Scott asked why there was an absence of Medicare payments. Phil reported that it was due to the change over to the electronic billing and deposits. This will speed up the process.

Phil then proceeded through the breakdown of funds. Suppression expenditures are at 7.2%, Prevention is at 6.3%, Administration is at 4.9%, Training is at 5.3%, and Hazardous Materials is at 6.8%. Again, the Ambulance expenditures are at 7.0%. . After the discussion, Director Green made a motion to accept the financial reports for July, seconded by Director Harrigan, 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 requested that this item be table until the next meeting.

**b. Contract for Services to be provided to Klamath Co-Generation Project. Revenue to the District = \$23,850**

Chief Wenzel presented the agreement to the Board. This agreement has normally been a 12 month agreement, but this time it was extended to 18 months to coincide with the calendar year. President Storey asked what the District was receiving previously. Phil reported that last year it was \$15,900. Chief Spradley reported that this year is an increase of 6%.

Vice President Scott asked if staff recommends that the Board approve the contract as written. Chief Wenzel said yes. President Storey asked Attorney Gourley if he had looked at it. Attorney Gourley said that he had reviewed the contract and had added the word “emergency” in front of the word “response” to items 5.2, 5.3, and 5.4. This change was not reflected in the version presented to the Board. In addition, Attorney Gourley commented that the attorneys for the CoGen added a clause that says that each party is responsible for their own legal fees. Attorney Gourley does not have any problems with adding that clause.

Vice President Scott asked if the CoGen was asking for any more services then they have received in the past. Attorney Gourley commented that in reviewing the past contract with this one, there were no changes on the services portion.

A motion to approve the agreement with the CoGen, with stipulation that these corrections are in the contract before Chief Wenzel signs it, was made by Director Green, seconded by Director Harrigan, carried unanimously.

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

**c. Appoint of Board Member to District Insurance Committee**

Chief Wenzel reported that one Board member sits on the Insurance Committee and this position is now open with the resignation of Director Tittle. President Storey asked how often the Insurance Committee meets. Chief Wenzel responded that the committee meets once or twice a year. Chief Wenzel also indicated that the committee is working on some items that were directed from the Board. Vice President Scott was appointed to represent the Board on the Insurance Committee.

**d. Approval of the July 15 Regular Meeting Minutes**

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

**e. Ratification of July 2008 Bills**

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

## **7. Informational Reports**

### **Administration**

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

Chief Wenzel reported that some of the supplies and furniture have arrived. There are still some outstanding supplies. Chief Kenworthy reported that the District signed a contract with Quality Electric to install the tone-out. The contract is for approximately \$6,400. Quality Electric will also remove some of lights from the apparatus bay. The District will receive credit for some of these fixtures. The contract for the tone-out system has a soft completion date of August 15, 2008. Chief Kenworthy has not been able to make contact with Quality Electric to find out the status of the installation.

Chief Spradley added that the beds, most of the office equipment, and kitchen utensils have arrived. The major outstanding items are the weight room equipment. Personnel in the District are working on getting these items.

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

The Board reviewed the July 2008 web site statistics. President Storey commented that she visited the web site and she impressed by the pictures of the personnel. She commented that it was very well done. She said it really helped to put a face to the names.

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

The Board reviewed the Chief Officer and Duty Chief schedule.

#### **d. Thank you letters**

The Board was presented with the thank you letters received by the District over the past month. Vice President Scott commented on the letter regarding the deceased young person. Shane Malone commented that the gentleman who wrote the letter, the father of the young man, is his neighbor. Vice President Scott commented that it seemed like a really thoughtful letter.

President Storey asked if the Board had read the letter regarding the fire at Crater Lake. Chief Wenzel reported that the employees who saw the smoke made the call to 911 and then used about ten fire extinguishers to keep the fire at bay. Chief Kenworthy also included some emails regarding the fire extinguisher classes previously taught by the Deputy Fire Marshal Chris Harder at Crater Lake with these employees.

#### **e. August Fire Chief's Community Activity Memo**

Chief Wenzel presented the Board with his activity memo for the month of August. President Storey asked if there had been a decision on the de-annexation issue from August 22<sup>nd</sup>. Attorney Gourley reported that a decision has not been made and it will be continued on September 2<sup>nd</sup>. President Storey also asked where the International Chief conference was held. Chief Wenzel reported that it was in Denver.

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

Chief Wenzel mentioned that several employees have been working in front and behind the scenes for cost saving activities. Phil, Stacy, Chief Keady, and Chief Wenzel have been working on the Training and Travel Standard Operating Guideline. President Storey asked if the District has a policy on tipping in a restaurant. Phil Hull commented that he has never seen that in any policy. He felt that as long as it fell under the per diem allotted, it would be ok. President Storey disagreed. She stated that the money used for tips could be money used on another meal. She does not believe that the District should be tipping with tax payer money. She would like this to be discussed during the SOG revision.

In addition, Chief Wenzel added that Chief Spradley has been working on the water and utilities issues with Running Y. He was successful in lowering the rates out at the Lakeshore Station.

## **Operations**

### **a. Captain's Examination Report**

Chief Spradley reported that the Oral Board and Assessment Center was held on September 29<sup>th</sup>. He reported that all five candidates did great. He believed that this process was well organized and possibly was the best process the District had run. Chief Spradley presented the Board with a memo regarding the process. He pointed out that this time the process was not as expensive, but he attributed that to the consultant costs from last time and being able to use what we learned from them.

Vice President Scott commented that it was very interesting to watch a Captain, a Battalion Chief, and the Operations Chief working together. There were a lot of hours put into this process by the committee. He commented that there were disagreements along the way but those issues were worked out hoping to produce a fair list. Vice President Scott commented that he would like to see a letter put into these employees files. He would like their hard work documented.

Chief Spradley added that the District was able to get quality assessors. This was done through a process of supporting our personnel going to other department and districts to help with their processes. In return they come and help us. The District did ask for feedback from the assessors and Chief Spradley included that in the Board packet as well.

### **b. Incident Activity through July 31, 2008**

Chief Spradley presented the Incident Activity Report through July. The numbers did not seem to be right. Chief Spradley will check with Celeste Grimes for an updated report.

### **c. August Operations Chief Community Activity Memo**

Chief Spradley presented the Board with his community activity memorandum. He reported that he did have success with the Running Y. Chief Spradley contacted the utilities manager and he was able to reduce the sewer rate to \$35 a month. In addition, he was able to reduce the base water rate to \$93 a month. This is a projected annual savings of \$4,572.

Chief Spradley also reported that there was a significant incident at the Jeld-Wen plan on August 7<sup>th</sup>. It was initially reported as a building fire but turned out to be a fire in the mechanisms that put the sawdust into the hopper. Chief Kenworthy added that recently that building had sprinklers installed. Three sprinkler heads activated and held the fire to the initial location.

## **Training/Ambulance**

### **a. August Training Calendar**

Chief Keady was not present at the meeting. President Storey asked what a "Blitz Attack" was on the training schedule. Battalion Chief Valiton reported that this is an attack with a 2 ½" hand line. President Storey also asked about the tearing down of the McDonalds. She asked where they would be putting the new one. Chief Kenworthy reported that they were going to put it where the existing one is, but K-Mart will not share parking with them. At this time, they are looking for another site. Director Harrigan asked if the District knew anything about the new Sonic. Chief Kenworthy reported that it hit a snag and was delayed for a while but the latest word he has is that the project is now moving forward.

**b. July Training Statistics**

The Board reviewed the July training statistics.

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

The Board reviewed the August Training Chief community activity memo.

**d. EMS Billing Reports**

President Storey asked what the total in collections was for the previous month. Phil Hull reported that it was \$1,675,269. President Storey indicated that she would like to see the previous month’s balance on the collections so that the Board can see if this amount is going up or down. She would like to see what the District received and the adjustments for the previous month so the Board has something to compare with.

**Prevention**

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

Chief Kenworthy presented his community activity memo to the Board. He reviewed the report with the Board. In addition, Chief Kenworthy included a report from Deputy Fire Marshal Chris Harder regarding the Klamath County fair. This year’s fair was a big success.

Chief Wenzel also reported that the District is working on getting an auditor. So far the District has received one bid. Phil Hull will be getting two additional informal quotes to bring back to the next Board meeting. President Storey asked if these were local or out-of-town companies. Phil reported that he is working with local firms first. Attorney Gourley added that this would be a Personal Services Contract. President Storey indicated that it is important that the audit be done as soon as possible.

**8. Adjourn**

The Board adjourned to Executive Session at 8:00PM.

*Executive Session – 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, September 16, 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**