

**Board of Directors
Minutes**

Regular Meeting

October 22, 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, Secretary-Treasurer
Rich Schuster, Director
Mike Harrigan, Director (arrived at 7:27pm)

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 Vice President Scott, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. September 2008 Report

Phil Hull presented the finance report for September 2008. He began with the 12 month Cash Projections. Vice President Scott asked Phil if he saw anything out of the ordinary or anything that the District had not thought about going into the future. Phil explained how the projections were set up. He also indicated that he does not see anything out of the ordinary.

Phil then continued on with the cash balances report and the fuel breakdown. He clarified that he changed the SV Payroll Checking numbers to reflect the reconciled amounts. Phil reported that the District is 25% of the way through the fiscal year. The General Fund Fuel Costs are at 20% and the Ambulance Fund Fuel Costs are at 23.09%.

The Board reviewed the Fund Summary reports. General Fund Revenue is at 2.2%. This number will increase to 94%-97% within the next six weeks when the District receives the tax money. General Fund Expenditures are at 21.1%. Ambulance Fund Revenue is at 29.9% and Expenditures are at 21.2%. Phil then continued through the General Fund breakdown of division expenditures. Suppression expenditures are at 21.7%. Prevention expenditures are at 19.4%. Administration expenditures are at 18.9%. Training expenditures are at 18.4%. Hazardous Materials expenditures are at 21.1%.

Ambulance Fund expenditures are at 21.2%. President Storey asked about line item EMT. AMBULANCE. This item is currently at 50% expended. Phil indicated that this is for the EMT certification premium. Phil will research if this line item was not allocated enough before it exceeds what was budgeted for it. President Storey also asked about line item MAINTENANCE CONTRACTS. This item is at 41.9% expended. Phil reported that this type of line item may be expended early and not have any other charges through the year. The Board also reviewed the Reserve Fund expenditures. After the discussion, Vice President Scott made a motion to accept the financial reports for August, seconded by Secretary-Treasurer Green, carried unanimously.

6. Action Items

a. Approval of the purchase of the Hurst Tool (Jaws of Life) for 3115

Chief Spradley presented the board with information requesting approval for the purchase of a power unit. This unit will be placed on the engine that has been upgraded from reserve (3124) status to 3114. This was an anticipated expense and was budgeted for under General Fund Suppression Capital Outlay – Major Tools and Equipment. Chief Spradley reported that Captain Teaford has put in a lot of research work. The District is recommending purchasing a demonstrator unit to save approximately \$3,000. President Storey asked if this unit was consistent with the tools on the other engines. Chief Spradley responded that it is the same unit that is currently on 3112. The District is staying standard with Hurst equipment and L.N. Curtis and Sons has the west coast contract for Hurst tools. He also reported that the District is holding off purchasing the thermal imaging unit for 3114. After the discussion, Secretary-Treasurer Green made a motion to approve the purchase of the Hurst Tool in the amount of \$10,509.00, seconded by Vice President Scott, carried unanimously.

b. Approval of the September 2 Special Meeting Minutes

Due to lack of a quorum of meeting attendees, these minutes could not be approved.

c. Approval of the September 16 Regular Meeting Minutes

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

d. Approval of the October 2 Special Meeting Minutes

Due to lack of a quorum of meeting attendees, these minutes could not be approved.

e. Ratification of September 2008 Bills

Vice President Scott had a couple questions on the September bills. His first question was regarding the check for Timothy Deitz. Phil reported that this was for the instructor for the three day Critical Incident Stress Management class. His second question was on the check to the Fitness Zone. Phil indicated that this was equipment for Station 5. A motion was made for ratification of the September 2008 bills by Secretary-Treasurer Green, seconded by Director Schuster, carried unanimously.

7. Informational Reports

a. Amended Petition for Property Withdrawal

Attorney Gourley reported that there have been several meetings with County Commissioners regarding this request. Originally it was two property owners that were requesting withdrawal. The main petitioner is talking about other properties that may want to withdraw and go to Merrill also. The commissioners requested the petition be amended to include everyone that wanted to withdraw from the District. The last hearing was held on October 14, 2008 and Attorney Gourley objected that the District had not received notice of the amended petition. The commissioners have directed Dan Bunch, County Council, to get the District the amended petition. In addition, Mr. Bunch is going to have the County

Surveyor draw on the legal map exactly which properties that are included in the legal description. The next hearing with the County Commissioners is scheduled for October 28, 2008.

Vice President Scott asked how many parcels were part of the petition. Attorney Gourley responded that it may be up to four. President Storey asked how much money this was in tax revenues. Attorney Gourley believes that Chief Wenzel figured out about \$300. This may not be a lot as the property sits now because it's vacant land. However, one of the property owners has asked for a zoning variance for a house on the property. Chief Wenzel reported that the District does not want to set the precedence of properties withdrawing from the District.

Administration

a. Update on Bond Measure 18-72

Chief Wenzel reported that the District has created some information packets and put some information the District web site. In addition, he and others have given talks in front of different groups including the Democratic Central Committee, the Kiwanis, the Exchange Club, NBC News, KFLS Talk Radio, the League of Women Voter's candidate's forum, and also at the Senior Center. Chief Wenzel and President Storey are scheduled to attend a meeting at the Running Y on October 23rd. Chief Wenzel and Chief Spradley also spoke in front of the editorial board of the Herald and News and in the October 22nd edition the District received a favorable news story.

At this time, Director Harrigan arrived at the meeting. President Storey amended the agenda for the following two items:

6b. Approval of the September 2 Special Meeting Minutes

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

6d. Approval of the October 2 Special Meeting Minutes

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

The Board then continued with the scheduled agenda.

Vice President Scott publically thanked the Firefighter's Association for all of their work on getting information out to the public. They have done a lot of leg work getting signs out. President Storey expressed her appreciation for everyone affiliated with the District that has worked to get information out about the levy.

b. Update on Lakeshore Fire Station

Chief Spradley reported that the District continues to make progress on the station. Captain Teaford has been able to keep track of the incidental items that need to happen. Equipment has been arriving at the station daily. The two critical items at this point are the phone system and the tone out system. The station is wired for phone, but the phone line did not get into the building. The District is currently working with the Running Y to rectify this issue. The tone out system is not 100% installed. This should be completed in the next couple of weeks. The District continues to work with Quality Electric to finish the tone out contract. Vice President Scott asked about the cracks in the concrete. Chief Spradley reported that these cracks should not affect the stability of the structure or the foundation. President Storey commented that she was not in favor of the concrete floors. Chief Wenzel indicated that next budget year the District may look at purchasing additional flooring.

c. September 2008 Web Site Statistics

The Board reviewed the September 2008 web site statistics. Director Schuster asked about the spike in web site visitors on September 12th. This may have been caused by the reminder of September 11th. Chief Wenzel will research this with Celeste Grimes.

d. November Chief Officers and Duty Chiefs schedules

The Board reviewed the Chief Officer and Duty Chief schedules for the month of November.

e. Thank you letters

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

f. October Fire Chief's Community Activity Memo

Chief Wenzel presented the Board with his community activity memorandum. President Storey asked if he was able to respond to any fires during his ride alongs with the crews. He indicated that there were no fires, but EMS calls and sounding and tripping smoke detectors.

g. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through September 30, 2008

Chief Spradley reported on the incident activities through September 30, 2008. The District is running consistent with last year. Chief Spradley also reported that the District responded to a significant structure fire today on Bisbee Street.

b. October Operations Chief Community Activity Memo

Chief Spradley reviewed his community activity memo. He has spent quite a bit of time working with the levy and the various questions the District receives. He has been working with President Malone to meet with the Central Labor Council and the Oregon Education Association. He reported that most of the community contacts he has made have been positive.

Chief Spradley also reported that over the next month the District will be reprogramming all of the radios. The whole radio system in Klamath County has been replaced over the last three years in conjunction with partnerships with the Sheriff's Office, Public Works, and the Police Department. This will be a very significant undertaking for the District. Steve Leslie will be working on this project.

President Storey asked about the OSHA visit. Chief Spradley reported that when he got back from vacation he was informed that the District had an OSHA inspection at Station 2 on September 9th. Chief Spradley reported that the OSHA inspector expressed appreciation for how he was treated by the District employees and the way that the Safety Committee has been working. His inspection of Station 2 was positive.

Training/Ambulance

a. October Training Calendar

Chief Keady presented the October training calendar. He indicated that there were a couple of changes to the training calendar based on Chief Kenworthy being out of the office and the new radio system.

b. September Training Statistics

The Board reviewed the training statistics for the month of September.

c. October Training Chief Community Activity Memo

Chief Keady reported on his community activity memo.

d. EMS Billing Reports

The Board had no questions regarding the EMS Billing report. Chief Keady did report that he had received all of the required training and he will be the District’s new Privacy Officer.

Prevention

a. October Fire Marshal Community Activity Memo

Deputy Fire Marshal Scott Rice reported that Chief Kenworthy is out sick and may have to have surgery. He will know more towards the end of the week. He will be out of the office for at least a month. Deputy Rice continued with the monthly community activity memo. He reported that the open house held at Station 2 was excellent. He commended Captain Terry and his crew of Shane Malone and Dan Selby for their hard work on planning the event.

Deputy Rice also reported that the Fire Prevention Division has started conducting regular inspections of restaurants following the King Wah fire. Director Schuster asked if inspections were done on an annual basis and if this would just increase these inspections. Deputy Rice commented that in the past few years, inspections have been on an as needed basis due to new construction inspections. Now that new construction is slowing down, the Fire Prevention Division may look at a more frequent inspection program.

8. Adjourn

The Board adjourned to Executive Session at 7:55PM.

Executive Session – Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations and 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real proper transactions. 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, November 18, 2008 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR