

**Board of Directors  
Minutes**

**Regular Meeting**

**December 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

**Members Absent:** Mike Harrigan, Director

**1. Call Meeting to Order**

Vice President Scott called the meeting to order at 7:01PM

**2. Pledge of Allegiance**

Vice President Scott led the Board and attendees in the Pledge of Allegiance.

**3. Approval of Agenda**

A motion to approve the agenda was made by Secretary-Treasurer Green, seconded by Director Schuster, carried unanimously.

**4. Public Comment**

No public comments were made.

**5. Financial Reports**

**a. November 2008 Report**

Phil Hull reported that the District received the bulk of our tax revenues in November. He also reported that the District is 42% through the fiscal year and none of the divisions or the ambulance fund has reached that yet. Vice President Scott asked if the total monies the District has at this time is \$4,481,739.88. Phil replied that that is correct.

Phil continued through the financial report. Phil did some additional calculations on the expenditures for the general fund. Personal Services overall are at 36.8%, Materials and Services are at 30.2%, and Capital Outlay is at 8.2%. The Ambulance Fund Personal Services are at 34.9%, Materials and Services are at 29.2%, and Capital Outlay is at 0%. Vice President Scott asked what the total fund revenue for the Ambulance Fund is. Phil report that total fund revenue is \$738,207 and expenditures are \$739,991. The Ambulance Fund is currently \$1,783 in the red.

Phil reported on the detailed financial statements. He pointed out that MISC REVENUES is at 199.6% due to a \$16,000 refund of Workers Comp premiums because of our experience modifications. Phil also reported that Suppression is 36.2% expended, Prevention is 32.5%, and Administration is 34.0%. President Storey asked if Administration Overtime and Vacation is projected to go over. Phil replied that the entire Administration Personal Services will not go over budget even if that line item does. Phil continued with the Training Division. Training is currently 29.9% expended. Hazardous Materials is 35.4% expended.

Phil then addressed the Ambulance Fund. Revenue is at 47%. This is a little bit ahead of schedule. President Storey had previously asked about the line items under Personal Services - EMT, AMBULANCE and EMT, AMBULANCE HOURLY. Phil has fixed these line items and the changes should be reflected on the December statements, presented in January. The Ambulance Fund is currently 33.9% expended.

Director Schuster asked about the Hazardous Materials CELL PHONE. This item is currently at 157.6%. Phil indicated that this is because of some changes and additions to the cell phones that the District was currently using. Vice President Scott asked about if EMT, AMBULANCE reflected the wages to anyone assigned to the ambulance that day. Phil replied that these wages reflect the Paramedic's and Intermediate's wages. After the discussion, Secretary-Treasurer Green made a motion to accept the financial reports for November, seconded by Director Schuster, carried unanimously.

## **6. Action Items**

### **a. Schumacher Estate Donation**

Attorney Gourley informed the Board that the Fire District was named in the estate of the Wava Schumacher. To date, the District has received a partial distribution of \$56,467. Attorney Gourley believes that there may be about \$15,000 more coming within the next few months. He recommends that the District hold off taking any action on this money until the final distribution. Ms. Schumacher did not specify what the District should do with this money. President Storey asked where the money presently is. Phil reported that it has been deposited into the Fire District's money market account, which is our highest interest bearing account.

President Storey suggested that in the future, the District could purchase some type of equipment that could be then tied back to her name. President Storey made a motion to leave the donation where it is until the final distribution, seconded by Secretary-Treasurer Green, carried unanimously.

### **b. Resolution 08-08 – Requiring Board Members to Return Fire District Property upon Separation with the Board**

Vice President Scott asked if it was necessary to make this item a resolution. Attorney Gourley replied that in order for it to be binding, it has to be a resolution. Director Schuster asked what would be included in District property. This resolution would cover the radio/scanner, Director's notebooks, policy and procedure notebooks, and other informational materials.

A motion to read Resolution 08-08 by title only was made by President Storey, seconded by Director Schuster, carried unanimously. Stacy Brainard read Resolution 08-08 by title only. A resolution requiring members of the Board of Directors to return Klamath County Fire District No. 1 property upon separation from the Board. A motion was made to approve Resolution 08-08 by President Storey, seconded by Secretary-Treasurer Green, carried unanimously.

### **c. Request for Change to 2009 Holiday Schedule**

Chief Wenzel presented the Board with a request for a change to the 2009 Holiday Schedule for the non-represented employees. They would like to move one of the floating holidays to the day after Thanksgiving. Chief Wenzel also presented the option of adding the day after Thanksgiving as an additional holiday. Vice President Scott asked how many holidays the bargaining unit receives. Captain Bill Clanton reported that 40-hr bargaining unit employees receive the same holidays, as well as floating holidays. A motion was made to close Station 6 on the Friday after Thanksgiving,

allowing the non-represented employees to take accrued time-off, by President Storey, seconded by Director Schuster, carried unanimously.

**d. Approval of the November 18 Regular Meeting Minutes**

President Storey made a motion to approve the minutes, seconded by Director Schuster, carried unanimously.

**e. Ratification of November 2008 Bills**

At this time, Secretary-Treasurer Green declared a conflict of interest and did abstain from voting on the ratification of November 2008 bills. A motion was made for ratification of the November 2008 bills by President Storey, seconded by Director Schuster, carried unanimously, with one abstention.

**7. Informational Reports**

**a. 911 Presentation – Jeanine Dilley**

Director Dilley gave a presentation regarding the status of 911's funding. After two failed attempts to get voter's to increase their revenue, 911 is looking at implementing user fees. These fees would be based on the previous year's statistics. The current user fee for Fire District No. 1 would be \$14,881.89. These fees will not be started until July 1, 2009. This will allow for agencies to budget for this additional expense. In addition, they are willing to set up billing options to accommodate when various agencies receive their revenue. There was some discussion on the amount of calls shown for the Fire District. Director Dilley will be going through all of the calls individually and determining an exact number of calls for each agency. She believes the numbers may change slightly.

**b. Update on insurance and additional information – Jeff Griffin, Wilson Heirgood**

Jeff Griffin was not able to attend this meeting due to bad weather. This item will be rescheduled.

**c. Amended Petition for Property Withdrawal**

Attorney Gourley reported that on December 2, 2008, the Board of County Commissioners made a decision to allow the amended petition. There is now a waiting period. Attorney Gourley indicated that the District may have to appeal the decision through the circuit court. Attorney Gourley will identify the District's options for the Board of Directors once he receives the final letter.

**Administration**

**a. November 2008 Web Site Statistics**

The Board reviewed the November web site statistics.

**b. January Chief Officers and Duty Chiefs schedules**

The Board was presented with the schedules for January.

**c. Thank you letters**

The Board reviewed the thanks you letters received by the District in the last month.

**d. December Fire Chief's Community Activity Memo**

Chief Wenzel presented the Board with his community activity memo.

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

Chief Wenzel had no other reports.

## **Operations**

### **a. Incident Activity through November 30, 2008**

Chief Spradley reported that stats were remaining consistent with last year's numbers. He reported that the calls have increased due to the weather changes in the last week. Chief Spradley also indicated that he will do some research with Director Dilley regarding the number of calls matching between the two agencies.

### **b. December Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's activity memo.

### **c. Child Safety Seat Activity Report**

Firefighter Chad Tramp submitted his child passenger safety technician activities report for the Board to review. Vice President Scott commended FF Tramp on his presentation to the Strategic Planning Team. The Board appreciates the extra work that the firefighters do.

Chief Spradley also reported that retired Battalion Chief Roger Wilkinson recently passed away. The District sent an engine and an on-duty crew to attend the funeral services.

## **Training/Ambulance**

### **a. December Training Calendar**

Chief Spradley reported that Chief Keady was not in attendance as he was stuck in Seattle due to bad weather. The Board reviewed the December training calendar.

### **b. November Training Statistics**

The Board reviewed the November training statistics.

### **c. December Training Chief Community Activity Memo**

The Board reviewed Chief Keady's community activity memo.

### **d. EMS Billing Reports**

The Board reviewed the EMS Billing reports.

## **Prevention**

### **a. December Fire Marshal Community Activity Memo**

Chief Spradley reported Chief Kenworthy returned to work on the 15<sup>th</sup> of December. Also that the Prevention Division, in conjunction with the KC Building Department, had temporarily closed the College of Cosmetology due to electrical issues that had led to some small fires. In addition, there was a fire on Bristol Court and the investigation performed by the Prevention Division had resulted in finding life safety issues that the Prevention Division would be working with the KC Building Department to correct. The fire on Bristol Court resulted in approximately 26 people being displaced for a sort while due to a power outage and water.

## **8. Adjourn**

The Board adjourned to Executive Session at 8:28PM.

*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 property 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, January 20, 2009 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**