

**Board of Directors  
Minutes**

**Regular Meeting**

**August 18, 2009**

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  
Mike Harrigan, Director

**Members Absent:** Rich Schuster, 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.

**3. Approval of the Agenda**

A motion to approve the agenda was made by Vice President Scott, seconded by Director Harrigan, carried unanimously.

**4. Public Comment**

There were no public comments.

**5. Financial Reports**

**a. Update on Auditors**

Phil presented the Board with information on Gregor Professional Corporation and Molator, Scroggin, Peterson, & Company. Both accounting firms are interested in conducting the Fire District's audit. The Board discussed the quotes provided by each. Phil was able to answer the Board's questions. President Storey asked about the additional quote for \$4,500 for a Federal Compliance audit by Gregor. Phil reported that the Fire District would be required to have this additional audit if we were to receive \$500,000 or more in Federal dollars. The District will be fine this year. Phil also indicated that any auditing firm would charge extra for a Federal Compliance audit.

Director Harrigan indicated that he would feel better spending the Fire District's money locally. The rest of the Board agreed with this. In addition, they felt that it would be more convenient to use a local company. President Storey asked Phil to bring a contract with Molator, Scroggin, Peterson, & Company to the next Board meeting.

**b. July 2009 Report**

Phil Hull presented the financial reports for the month of July 2009. This is the first month of the fiscal year. He reminded the Board that there is no longer a General Fund and an Ambulance Fund. Those

have been combined into one fund. President Storey commented that she is concerned that the Training Division is already at 23.8% expended. Chief Keady commented that this was due to converting the Station 3 Annex to use for training of the new hire academy. He assured the Board that his Division will not go over budget for the year.

Phil reported that Total Revenue is at 1.9%. This is due to the majority of the revenue coming in November. President Storey asked about the Operations Overtime and Vacation. She is concerned that it is currently at 23.3%. Chief Kenworthy and Phil commented that most of the overtime that was budgeted would be to cover overtime until the nine new firefighters come on line October 1<sup>st</sup>. Phil continued on through the financials. Operations is at 8.2% expended, which is slightly higher than the 8% of the fiscal year that has past. Prevention is at 8.1% expended, Administration is at 5.2%, Training is at 23.8%, and Hazardous Materials is at 3.4%. Phil also reported that the Insurance Fund is the only Reserved Fund that has had any activity. Phil reported that the Suppression Division listed in the financials does not exist anymore. He has updated the financials to reflect this.

Vice President Scott asked if Phil had a feeling why the Fire District was borrowing money so early this year. Phil commented that he believes the District has been trending that way for the last three to four years. Vice President Scott asked Phil what would happen if this trend continues. Phil indicated that it would be possible that the Fire District would need to borrow money before the end of the Fiscal Year and then would have a negative carryover at the end of the Fiscal Year. President Storey replied that the Budget Committee discussed that the Fire District would supposedly build up the carryover this year because of less overtime. There is supposed to be a savings of somewhere between \$250,000 and \$750,000. She then commented that it does not look this way by looking at the overtime spent so far. Vice President Scott made a comment on the amount of overtime. President Storey added that the Board needs to speak to Chief Wenzel about this. After the discussion, Director Harrigan made a motion to accept the financial reports for July 2009, seconded by Secretary-Treasurer Green, carried unanimously.

## **6. Action Items**

### **a. Approval of the July 21<sup>st</sup> Regular Meeting Minutes**

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

### **b. Approval of the August 4<sup>th</sup> Special Meeting Minutes**

Secretary-Treasurer Green made a motion to approve the minutes, seconded by Director Harrigan, carried unanimously.

### **c. Ratification of July 2009 Bills**

A motion was made for ratification of the July bills by Director Harrigan, seconded by Vice President Scott, carried unanimously.

## **7. Informational Reports**

### **Administration**

#### **a. Update on the A.R.R.A. Fire Station Construction Grant**

Chief Kenworthy reported that the architects, the City, and the Fire District met to discuss the plans for Station 3. The group discussed several site footprints. The City was very helpful and commented on how they may react to different site plan options.

**b. OFDDA/OFCA Conference**

President Storey asked that five rooms be reserved for the conference. Stacy will work with the Board to narrow down who is going and get them registered.

**c. July 2009 Web Site Statistics**

The Board reviewed the July 2009 Web Site Statistics.

**d. September Chief Officers and Duty Chiefs schedules**

The Board was presented with the September Chief Officer and Duty Chief schedules.

**e. Thank you letters**

No “thank you” letters were received over the last month.

**f. August Fire Chief’s Community Activity Memo**

President Storey asked why Chief Wenzel would be touring the “Red Zone” of Beetle killed forest in the East County. Chief Kenworthy responded that this was put together by the Fire Defense Board and the Fire Chief’s in the county were invited to participate. This area is a major concern for wildfire.

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

There were no other reports for the Fire Chief.

**Operations**

**a. Incident Activity through July 31, 2009**

Chief Kenworthy reported that the call volume continues to be less than last year. This is spread out among the call types. Structure fires are up a little from this time last year.

**b. August Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley’s report.

**Training/Ambulance**

**a. August Training Calendar**

Chief Keady presented the training calendar for the Board to review. President Storey asked what a “Blitz Attack” was. Chief Keady explained it.

**b. July Training Statistics**

The Board reviewed the training statistics for the month of July. Chief Keady reported that several days of training were interrupted due to the stations and personnel assisting with the new hire testing.

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

Chief Keady reported that he just got back from two weeks at the National Fire Academy. He also reported that he is working with the Physician Advisor on Hypothermia protocols for post cardiac arrest patients. President Storey asked about some equipment that she saw Medford Fire and Rescue obtained through a grant. Chief Keady reported that, although the technology is great, the Fire District has different needs at this time.

**d. EMS Billing Reports**

The Board reviewed the EMS Billing Reports. Chief Keady reported that Dorothy Stuntebeck is still out on medical leave the temporary employee hired by the District is working out well.

**Prevention**

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

Chief Kenworthy reported that the Fire Prevention Open House this year is scheduled for October 10<sup>th</sup> at Station 5. This will be tied together with the official Open House for Station 5. The Board discussed items they would like to see at the Open House. The Event Planning Committee is currently working on the agenda for the day.

**8. Adjourn**

The Board adjourned to Executive Session at 7:47PM under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations, 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions, and 192.660 (2) (i) performance evaluation of public officers and employees. 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 15, 2009 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**