

**Board of Directors  
Minutes**

**Regular Meeting**

**October 20, 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 Secretary-Treasurer Green, carried unanimously.

**4. Public Comment**

There were no public comments.

**5. Financial Reports**

**a. September 2009 Report**

Phil Hull presented the September 2009 Financial Report, beginning with the Cash Balances and Fuel Costs Year-to-Date. Phil commented that we are currently 25% of the way through the fiscal year. Current Expenditures are at 25%. Revenue is at 7%. The Financials presented in December should reflect the majority of the revenue received from taxes in November. Vice President Scott pointed out that OPERATIONS PERSONAL SERVICES is currently 2.5% over budget. He asked what is causing this. Phil reported that this has to do with the new hires not coming on line until October 1<sup>st</sup>. The first three months of the fiscal year had significant overtime, which should be dramatically reduced now that there are nine more personnel on line. Phil commented that this was discussed during the budgeting process. President Storey voiced her concerns with the PERS and PERS PICKUP. These items are also over 25%. Phil replied that these correlate with the additional overtime. Phil could not confirm that the District will not exceed the budget on overtime. Chief Wenzel commented that the District will need to watch the financials to see if a Supplemental Budget will be needed.

Phil then continued through the financial report. Phil reported that the total Operations Budget is 26.2% expended. President Storey asked about the large expenses for R&M 3175. Chief Spradley commented that these were repairs that all came due at the same time. He does not anticipate any more expenses in this line item for the rest of the year. President Storey asked about FIRE SUPPLIES. Phil was not sure what expenses were put towards this item. He will research this.

Phil reported that the Suppression Division does not exist anymore and he will correct this report in next month's financial report. Prevention is 25.8% expended. President Storey asked why the BOOT

ALLOWANCE is at 143.7% expended. Phil commented that this was budgeted based on the allotment for each employee. There was no way to know who was going to use how much in any given year. Administration is 16.9% expended. President Storey asked why TECH SERVICES was already over budget. Phil reported that this has to do with the temporary employee hired to help in Ambulance Billing. The Training Division is 46.6% expended. President Storey asked about OFFICE SUPPLIES that are at 98.4% expended. Chief Keady commented that he will not be buying any more supplies. Chief Keady reported that the 46.6% is not accurate and after reallocation of some of the line items, he should be right around 21% expended. Phil confirmed that this will be corrected in next month's financials. The Hazardous Materials Division is 11.8% expended.

Phil commented that there have been no changes to the Reserve Funds since last month. After the discussion, Director Harrigan made a motion to accept the financial reports for September 2009, seconded by Secretary-Treasurer Green, carried unanimously.

## **6. Action Items**

### **a. Approval of the September 15<sup>th</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 October 7<sup>th</sup> Special Meeting Minutes**

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

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

A motion was made for ratification of the September 2009 bills by Secretary-Treasurer Green, seconded by Director Harrigan, carried unanimously.

## **7. Informational Reports**

### **Administration**

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

Chief Wenzel reported that the Fire District has not received final word on the Station Construction Grant. The District has been in contact with the consultant who requested further information for the application. The Station Design Committee continues to move forward with the design of the building.

#### **b. Strategic Plan Updates**

The Board received a memorandum regarding the status of the Strategic Plan. Chief Wenzel commented that Staff continues to move forward with the goals and objectives laid out in the plan. The Strategic Planning Team will be meeting in November to review the plan and work on the next revision. Chief Wenzel also reported that he has spoken with the primary instructor from the NFA Executive Planning Course and he can conduct a one-week training in-house for the Fire District and other outside entities that may be interested.

#### **c. September 2009 Web Site Statistics**

The Board reviewed the web site statistics for September. President Storey commented that she contacted Celeste Grimes to tell her that she has done a very well job on the web site.

#### **d. November Chief Officers and Duty Chiefs schedules**

The Board was presented with the Chief Officer and Duty Chief schedules for the month of November.

**e. Thank you letters**

The Board read the thank you letters received by the Fire District over the last month. President Storey commented that she visited with Chaplain Denny Roberts regarding the retiree luncheon the Chaplains held on September 30<sup>th</sup>. Denny was pleased with the large turnout of 19 retirees. This was almost double what he anticipated. President Storey commented that she would like to see the District continue this luncheon. Vice President Scott congratulated everyone who participated in the MDA Fill the Boot.

**f. October Fire Chief's Community Activity Memo**

President Storey congratulated Battalion Chief Riblett on receiving his 25-year pin. Chief Wenzel presented his Community Activity Memo to the Board.

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

Chief Wenzel reported that back at the Employee Appreciation Dinner in February, he made an announcement that the District was going to start a foundation in order to provide scholarships for graduating high school seniors of the District's employees and emergency assistance to patrons who are displaced due to a fire. He reported that several people have committed funds to this foundation. Chief Wenzel suggested combining the Foundation and the Fire Firefighter Emergency Benefit Fund and create a Foundation Board to oversee these finances. Vice President Scott and the Board commented that they would not like these funds combined, but they would like the Fire Fighter Emergency Benefit Fund money removed from the General Fund and set up in its own interest-bearing account. The Board asked for Staff to have a plan for putting these funds into their own account. They also asked for Staff to develop a charter and procedures for how the accounts will be maintained.

**Operations**

**a. Incident Activity through September 30, 2009**

Chief Spradley presented his activity report through the month of September. Calls are about 7.5% lower than last year. He does not have anything specific to attribute this to. Chief Spradley did comment that interfacility transports have decreased having the air ambulance in town.

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

Chief Spradley reviewed his October Community Activity Memo. He reported that the graduation ceremony for the new hires on September 29<sup>th</sup> was a success. President Storey agreed that it was well done. President Storey asked a couple of questions regarding Chief Spradley's report. Chief Spradley also commented that Firefighter Andy Hoskins was promoted to Captain on October 1<sup>st</sup>.

**Training/Ambulance**

**a. October Training Calendar**

Chief Keady provided the October training calendar.

**b. September Training Statistics**

The Board reviewed the training hour statistics for the month of September. Chief Keady did preface this report by saying that the majority of the hours were spent in the new hire academy.

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

The Board was presented with Chief Keady's October Community Activity Memo. He did report that he is working on the IMT for the Klamath County Health Department H1N1 incident. He indicated that this incident is being run by the all-hazards county-wide IMT. President Storey had some questions regarding the Fire District's participation in the incident. Chief Wenzel and Chief Keady were able to answer these questions.

**d. EMS Billing Reports**

Chief Keady pointed out that medical revenue is currently at 35% for the year. In addition, the FireMed revenue is at 30%. Chief Keady also reported that Dorothy is still out on medical leave and the temporary employee was able to clean up some of the stacks. Chief Keady did warn that there is another Medicare cut coming in January. President Storey had questions on where the adjustments were accounted for on the report. Chief Keady was able to clarify the report.

**Prevention**

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

Chief Kenworthy presented his monthly report for October. President Storey asked about a few of the items on the report. Chief Kenworthy reported that he has been conducting business license inspections recently. He is working with the County and City Code Enforcement departments to create a process that will weed out the need for the Fire District to do small business inspections. Chief Kenworthy also reported that the Fire Prevention Division has stopped conducting fire extinguisher training for the time being. This may be something that the District can charge for in the future.

**8. Adjourn**

The Board adjourned at 8:13PM.

**9. Presentation of HazMat Outreach Video**

Captain Scott Brainard presented the new version on the Oregon Hazardous Materials Teams Outreach video. The Klamath/Lake HazMat Team played an integral part in the filming and production of this video.

**10. 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 did 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 17, 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**