

**Board of Directors
Minutes**

Regular Meeting

December 15, 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 via video conference
Alan Scott, Vice President
Rod Green, Secretary-Treasurer
Mike Harrigan, Director
Rich Schuster, Director via phone starting at 7:35PM

Members Absent:

1. Call Meeting to Order

Vice President Scott called the meeting to order at 7:05PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

Chief Wenzel commented that Jeff Griffin's report under Item 7 may be postponed until next month if Mr. Griffin is not able to get to the meeting on time. A motion to approve the agenda was made by Director Harrigan, seconded by President Storey, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. November 2009 Report

Phil Hull presented the November 2009 financial report to the Board of Directors. He indicated that the Cash Balances report reflects some of the tax money being deposited in November. He commented that another sizable amount will be on the December Cash Balances. He also commented that Jeld-Wen has elected to pay their taxes throughout the year so the District will see larger revenue postings throughout the year. He then continued through the report. Phil reported that the District is currently 42% of the way through the fiscal year. Overall Revenue is at 67.2% and Expenses are at 39.7%. The Operations Division is at 41.1% expended, Prevention is at 42.2%, Administration is at 31.6%, Training is at 22.6%, and Hazardous Materials is at 38.4%.

President Storey expressed her concerns that the Operations budget and the Prevention budget are both very close to going over budget. Phil commented that they are on track. He also commented that the overtime in the Operations budget is being addressed and Prevention Personal Services will have a significant decrease after the first of the year due to the elimination of the two Deputy Fire Marshals

positions. After the discussion, President Storey made a motion to accept the financial reports for November 2009, seconded by Secretary-Treasurer Green, carried unanimously.

b. Update on the Audit

Phil reported that the engagement letter and contract has been signed. He is working on getting the auditors all the data. Vice President Scott asked if we are on track to get the audit completed on time. Phil commented that he is optimistic that it will be done in time to start the budgeting process.

6. Action Items

a. Approval of the November 17th Regular Meeting Minutes

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

b. Ratification of November 2009 Bills

A motion was made for ratification of the November 2009 bills by President Storey, seconded by Secretary-Treasurer Green, carried unanimously.

7. Informational Reports

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

This item was tabled until the January meeting due to Mr. Griffin's absence from the meeting.

Administration

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

Chief Wenzel reported that there is no new information since the last Board meeting. The District has submitted everything that has been asked for and we have not received any negative or positive feedback at this time. He also commented that the District is also looking at USDA funds for rural communities for the balance of the station construction should we be awarded a station grant.

b. Report on the FF Benefit Fund/Foundation

Chief Wenzel commented that the Foundation Committee had their first meeting on December 8th and set the goal to have something to the Board in January as a beginning document of the structure of the Foundation and how it would work.

c. January Chief Officers and Duty Chiefs schedules

The Board reviewed the Chief Officer and Duty Chief schedules for January 2010.

d. December Web Site Statistics

The Board was presented with the web site statistics for the month of November.

e. Thank you letters

No thank you letters were received this month.

f. December Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly community activity memo. President Storey asked about the uniform committee meeting on December 2nd. Chief Wenzel replied that this was to discuss the new outerwear coats the crews will be wearing. Secretary-Treasurer Green asked about the meeting with

Butte Valley on December 9th. Chief Wenzel reported that he and Chief Keady met with NorCal EMS, which is the local EMS agency in California that regulates ambulance service for the eleven most northern counties, including Butte Valley Ambulance. He indicated that the meeting went well and NorCal has been invited to an additional meeting up in Keno.

g. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through November 30, 2009

Chief Spradley reported that the number of runs is consistently down between 4% and 5%. He also reported that the past few weeks have been extremely busy due to the cold weather.

b. December Operations Chief Community Activity Memo

Chief Spradley presented his monthly activity report. He indicated the most significant item was a joint meeting with Bonanza Fire District, Merrill Fire District, and 911 to realign some boundaries that Bonanza has annexed. This area was previously unprotected. President Storey asked if the issues with dispatch are being dealt with. Chief Spradley reported they are working on issues that seem to keep repeating. 911 continues to work with the District on these issues.

Training/Ambulance

a. December Training Calendar

Chief Keady submitted his December Training calendar.

b. November Training Statistics

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

c. December Training Chief Community Activity Memo

President Storey inquired about Chief Keady's participation in a community meeting facilitated by the Oregon Community Foundation. Chief Keady replied that this was a meeting held in each county in Oregon to discuss agencies helping each other during hard times. Chief Wenzel commented that he also attended this meeting. He felt the District had concerns because our personnel are seeing first-hand the conditions of people dealing with the economy. This was a way to identify resources the District could use for working with these people.

d. EMS Billing Reports

Chief Keady noted that the received from Medicare and Medicaid is still above \$100,000. He also reported that in January there will still be a Medicare cut. Overall, for the rest of the budget year, this should be around \$35,000. Chief Keady also commented that we are starting to see some income from motor vehicle accidents. Vice President Scott commented that he appreciates all of the hard work from the ambulance billing staff.

Prevention

a. December Fire Marshal Community Activity Memo

Chief Kenworthy was not present at the meeting. Vice President Scott asked if Chief Kenworthy and Deputy Fire Marshal Rice were doing ok following the staff cuts. Chief Wenzel reported that they are managing.

8. Adjourn

The Board adjourned at 7:40PM.

- 9. 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 19, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR