

**Board of Directors
Minutes**

Regular Meeting

April 20, 2010

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 (via video conference)

Members Absent: Mike Harrigan, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:01PM.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Approval of the Agenda

President Storey reported that Action Item C. Approval of Contract for Services to be provided to Klamath Co-Generation Project will be postponed. Vice President Scott made a motion to approve the agenda as amended, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. March 2010 Report

Phil Hull presented the March 2010 Financial Report. He will remove the fuel cost reports in the future board packets. Phil reported that the General Fund is at 84.2% in revenue, through 75% of the year. Overall General Fund expenditures are at 73.3%. President Storey asked why there is a line item for Standby Revenue and a line item for Standby/Transport Revenue. Phil indicated that ultimately these two line items should be combined into one Standby Revenue account.

Phil continued through the detailed expenditures. He reported that the Operations Division is at 75.2% expended, Prevention is at 70.7%, Administration is at 64.1%, Training is at 53%, and Hazardous Materials is at 63.6%. President Storey asked why the Tech Services line item is \$62,000 over budget. Phil replied that the bulk of this line item is the architectural and engineering fees for the Station 3 remodel. Chief Wenzel also indicated that the fees paid after December 12, 2009 to the architects can be reimbursed through the grant. President Storey asked that items related to the grant be pulled out and placed in a separate account. Chief Wenzel indicated that the grant funds will be separated from the General Fund. Phil will talk with the software company regarding making separate reports for the General Fund and the Grant funds.

President Storey asked that the Ambulance Fund page be removed from future reports. Phil indicated he will fix this. The Board then reviewed the Reserve Funds. President Storey asked Phil if he had a

total of how much is currently in the Firefighter Emergency Reserve Fund. Phil indicated that he does not have the most recent banquet funds in this report. He did say he would have it on the May meeting financials. President Storey reiterated that she would like this fund balance at the May meeting. After the discussion, Vice President Scott made a motion to accept the financial reports for March 2010, seconded by Secretary-Treasurer Green, carried unanimously.

b. Update on the Audit

Phil reported that he has spoken with the auditor and the auditor fully expects the audit to be delivered by the end of next week. President Storey requested a copy for all the Board members as soon as the District receives it.

6. Action Items

At this time, the Board is now acting as Contract Review Board and will take up the matters of:

a. Approval of the Medical Electronic Systems Services Agreement with TriTech

Attorney Hedlund has had conversations with Chief Keady regarding this contract. Attorney Hedlund feels that this is a vague agreement for computer equipment. Attorney Hedlund has not been provided with the cost of the contract. Phil reported that Tri-Tech is the company that owns the software our ambulance billing department uses. Chief Keady was not present at the meeting to report on this item. The Board tabled this item until the next meeting pending the cost of the agreement.

b. Approval of the Limited Written Agreement with Pine Grove Works, Inc

President Storey indicated that she is not comfortable with this agreement. She commented that there is nothing in the agreement that states liability. She also does not like the idea of someone else using Fire District equipment. Chief Spradley reported that this contract for Pine Groves Works to provide technical repair services to other agencies in the County that do not have the equipment to do the proper maintenance of turnouts. Primarily, Pine Groves Works would be using the Fire District washer/extractor. Chief Spradley indicated that this is a revenue positive agreement for the Fire District to allow the use of our equipment. Chief Spradley also reported that Attorney Hedlund has reviewed this contract. Mike Hagen, representing Pine Grove Works, reported that he would take the dirty turnouts and prepare them for cleaning, then drop them off at Station 5 for the crews to run the machines. If there were not crews at Station 5, he would operate the machine. The Fire District would get revenue from this process.

Attorney Hedlund commented that he could arrange something to address the concerns of the Board of Directors. Vice President Scott felt that if the liability issues could be taken care of, he would not have a problem with this agreement. The Board tabled this item until the next meeting pending addressing the liability issues with the agreement.

c. Approval of Contract for Services to be provided to Klamath Co-Generation Project

The Board tabled this item until the next meeting.

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

d. Appointment of Budget Committee Members

Chief Wenzel reported that Ernest Palmer and Renee Ferguson have both said they would like to be reappointed to the Budget Committee. Secretary-Treasurer Green made a motion to reappoint Ernest Palmer and Renee Ferguson to the Budget Committee for another term, seconded by Vice President

Scott, carried unanimously. That leaves one open position on the Budget Committee with the resignation of Keith Cook. President Storey asked Chief Wenzel to contact JoAnn Clifton, the woman who ran for the Board of Directors last election, and see if she is interested.

e. Approval of the February 23rd Regular Meeting Minutes

These minutes were tabled due to lack of a quorum from the February 23rd meeting.

f. Approval of the March 16th Regular Meeting Minutes

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

g. Approval of the March 20th Special Meeting Minutes

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

h. Ratification of the March 2010 Bills

Chief Spradley reported on why the Powless Roofing bill was more than what the Board had approved. He indicated that while removing the old roof, the contractors found a second roof that had to be removed. This increased the bill.

7. Informational Reports

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

Jeff Griffin from Wilson Heirgood presented the annual insurance update. He reported that the Fire District received a longevity credit for \$8,245. In addition, the District has an outstanding claims record. He went on to give reports on Tort issues, OSHA regulations, ISO, and other recent insurance news.

Administration

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

Chief Wenzel reported that the District is moving along in the planning process. He and Chief Spradley attended the Station Design conference in Overland Park, Kansas and learned a lot about the grant from the FEMA representatives at the conference.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Kenworthy reported that State is planning to sell bonds in July and we should find out after that when we can start relocation and construction. The District does not want to start anything until the bond sale is certain.

c. May Chief Officers and Duty Chiefs schedules

These were not included in the board packet.

d. March Web Site Statistics

The Board reviewed the Web Site statistics for the month of March.

e. Thank you letters

The Board was presented with a thank you note received this month.

f. April Fire Chief's Community Activity Memo

Chief Wenzel reviewed his activity report for the month of April. He reported that the District has made three conditional offers for new hires to fill three vacancies on line. Chief Wenzel reported that Chief Keady has made contact with Klamath Community College and they are still interested in working with the Fire District to build a training facility. Chief Wenzel gave a report on the Fire

Station Design Conference and the Oregon Fire Chief's Association Conference, both of which he attended in the last month. He also presented the Board with an accommodation the Fire District received from the Board of County Commissioners regarding our role in the H1N1 Incident Management Team.

g. Other reports of the Fire Chief

Chief Wenzel reported that the Budget Committee meetings will be held on May 4th and May 6th at 1:00pm at the Center for Occupational Health.

Operations

a. Incident Activity through March 31, 2010

Chief Spradley presented the Incident Activity Report through March 31, 2010. The calls are trending up so far this year.

b. April Operations Chief Community Activity Memo

The board reviewed Chief Spradley's activity memo. President Storey asked about the Station 3 driveway meeting with City representatives. She asked if there were any issues. Chief Spradley indicated that this meeting pertained to the shared driveway between Station 3 and the new police station. President Storey also asked about a citizen request on March 19th. Chief Spradley reported that a citizen had records that we had owned an engine at one time, but after searching Chief Spradley and Phil Hull determined this was not something we ever had. Also on March 19th, Firefighter Helge McGee was promoted to Captain.

President Storey commended Chief Spradley on coordinating the crews to be at the Veteran's returning procession. She commented that the District had five pieces of apparatus participating and they were shown on both major new stations and the Herald and News newspaper.

Training/Ambulance

a. April Training Calendar

The Board reviewed the training calendar for the month of April.

b. March 2010 Training Statistics

The Board was presented the training statistics for the month of March.

c. April Training Chief Community Activity Memo

President Storey asked about the Burlington Northern HazMat training that Chief Keady attended. BC Riblett commented that the Medford HazMat team also came over for this training.

d. March 2010 EMS Billing Reports

Vice President Scott asked about the taxing district for the ambulance. Chief Wenzel commented that this has been in discussions. President Storey reported that Chief Keady gave her a breakdown of the Carter Jones Collection account. She would like to see a breakdown that the Board can review at the next meeting because Chief Keady reported that Carter Jones was talking about buying out the accounts they have. She would like more information on this.

Prevention

a. April Fire Marshal Community Activity Memo

The Board reviewed Chief Kenworthy's activity memo. Chief Kenworthy reported that a lot of our personnel will be participating in "Operation Prom Night" on April 21st at 10:30am at the Henley High School football field. This program will demonstrate the outcomes of drinking and driving. It will be a very real life program and will be visually dramatic. The media will be covering the

program. Chief Kenworthy invited the Board to attend and commended Firefighter Leon Spiesschaert for all of the hard work that he has put into the planning of this program.

Chief Kenworthy continued on through his monthly report. He has been working with local businesses and their level of fire safety needs.

8. Adjourn

The Board adjourned at 9:05PM.

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, May 18, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR