

**Board of Directors
Minutes**

Regular Meeting

June 15, 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
Mike Harrigan, Director

Members Absent: Rod Green, Secretary-Treasurer
Rich Schuster, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:02PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

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

4. Public Hearings

a. Proposed Supplemental Budget for Fiscal Year 2009-2010

Phil Hull presented the proposed Supplemental Budget for Fiscal Year 2009-2010. He highlighted the changes from the original adopted budget. The TRANS FROM OTHER FUNDS was updated to reflect the \$599,268 being transferred in. In addition, the Apparatus Reserve Fund and the Station Reserve Fund show TRANSFER TO OTHER FUNDS in the total of \$599,268. Vice President Scott stated that he understands the District has to transfer funds, but he strongly feels that the District is pushing Debt out that someday is going to come due. He is concerned with having to make cuts in the future.

b. Proposed Budget for Fiscal Year for 2010-2011

Phil Hull reviewed the proposed Budget for Fiscal Year 2010-2011. He reported that this proposed budget was approved by the Budget Committee. He noted that "Transferred to Other Funds" and "Operating Contingency" are not really tied to a division, so he listed them on the Summary of All Divisions sheet. President Storey asked how close the District was to hitting the projection on carryover. Phil replied that he does not believe the District will reach the tax projection. He spoke with Mike Long, the County Treasurer, and he understands that there may be some surplus property sales. This number will not be available until July.

5. Public Comment

There were no public comments.

6. Financial Reports

a. Auditor Report on the 2009-2010 Audit Process

Andy Peterson with Molatore, Scroggins, Peterson, & Company gave a brief update on the audit process. He reported that the District signed an engagement letter in November of 2009, which is late in the process. They sent a crew of four people in January for about a week. He indicated that they

are having difficulty reconciling the internal trial balance to the former auditor's financial statements. In addition, there were a lot of adjustments that needed to be made. At the end of January, due to their cycle of business, they had no choice but to set the District's audit aside and wait. They now have a full-time staff person working on reconciling each piece of the audit. His intent is to have it done by the end of June. He indicated that the future of auditing is changing and it is becoming more of the client's responsibility to do some of the work, otherwise they are auditing their own work. He will sit down with Phil to create a calendar and a listing of everything they need to come in and do the audit. President Storey asked about the statement of assets and depreciation that the previous auditor indicated in the previous audit. Mr. Peterson replied that this form of accounting is correct on a true-value basis. Mr. Peterson indicated that he could provide a report, separate from the audit, which would list the real value of the fixed property.

b. May 2010 Report

Phil presented the May 2010 Financial report. President Storey commented that the Cash Balance as of June 30, 2009 was \$1,513,003 and the current Cash Balance as of May 31, 2010 is \$816,609. She asked if this put us in a worse position than last year. Phil indicated that the District would not be equal to, or better than, last year. Phil continued through the report. The General Fund Revenue is at 90.3% and Expenditures are at 87.4%, 92% through the Fiscal Year. The Operations Division is at 89.8% expended, Prevention is at 81.2%, Administration is at 76.6%, Training is at 63.3%, and Hazardous Materials is at 73.1%. Phil also pointed out that he has split out the TECH SERVICES to indicate the A&E EXPENSES and TEMPORARY STAFFING. After the discussion, Director Harrigan made a motion to accept the financial reports for April 2010, seconded by Vice President Scott, carried unanimously.

7. Action Items

a. Resolution 10-01 – Adopting Supplemental Budget for Fiscal Year 2009-2010

Vice President Scott made a motion to read Resolution 10-01 by title only, seconded by Director Harrigan, carried unanimously. Stacy Brainard read Resolution 10-01 by Title only. This is a resolution adopting the Supplemental Station Reserve Fund Budget and the Supplemental Apparatus Reserve Fund Budget in the total amount of \$<419,747.00> for Fiscal Year 2009-2010 for Klamath County Fire District No. 1. Vice President Scott made a motion to adopt Resolution 10-01, seconded by Director Harrigan, carried unanimously.

b. Resolution 10-02 – Adopting Fiscal Year 2010-2011 budget, appropriating expenditures, imposing and categorizing the tax

Vice President Scott made a motion to read Resolution 10-02 by title only, seconded by Director Harrigan, carried unanimously. Stacy Brainard read Resolution 10-02 by Title only. This is a Resolution to adopt the budget for fiscal year 2010-2011 in the amount of \$10,056,227. In addition, Stacy read Imposing the Tax. The Board of Directors of Klamath County Fire District No. 1 hereby imposes the taxes provided for in the adopted budget at the rate of \$2.8822 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2010-2011 upon the assessed value of all taxable property within the district. Phil indicated that he believed there would be three motions, one adopting the budget, one making appropriations, and one imposing the tax. President Storey replied that she believes they can do one adopting the budget and one imposing the tax. She called for a motion for adopting the budget under Resolution 10-02. Vice President made a motion, seconded by Director Harrigan, carried unanimously. She then called for a motion to accept Resolution 10-02 for imposition of the tax of \$2.8822 per \$1,000. Phil interrupted and said that the Board needed a motion making appropriations, before imposing the tax. After some research, it was determined that the Board just needed to complete the motion on imposing the tax. Vice President Scott made the motion, seconded by Director Harrigan, carried unanimously.

c. Resolution 10-03 – Establishing Ambulance Rates for Fiscal Year 2010-2011

Director Harrigan made a motion to read Resolution 10-03 by title only, seconded by Vice President Scott, carried unanimously. Stacy Brainard read Resolution 10-03 by Title only. This is a resolution establishing Ambulance Rates for Fiscal Year 2010-2011. Vice President Scott made a motion to adopt Resolution 10-03, seconded by Director Harrigan, carried unanimously.

d. Resolution 10-04 – Establishing FireMed Rates for Fiscal Year 2010-2011

Vice President Scott made a motion to read Resolution 10-04 by title only, seconded by Director Harrigan, carried unanimously. This is a resolution authorizing the membership rates for Klamath County Fire District No. 1 FireMed Ground Ambulance Membership Program for Fiscal Year 2010-2011. Vice President Scott made a motion to adopt Resolution 10-04, seconded by Director Harrigan, carried unanimously.

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 May 18th Regular Meeting Minutes

These minutes were tabled due to lack of a quorum from the May 18th meeting.

g. Ratification of the May 2010 Bills

Director Harrigan made a motion for ratification of the May 2010 bills, seconded by Vice President Scott, carried unanimously.

8. Informational Reports

Administration

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

Chief Wenzel reported that the preliminary design plans have been received and approved. These plans are required to move onto the environmental assessment. The draft for the environmental assessment should be completed by the end of the week. President Storey asked if the budget for spending money on this project was accounted for in the adopted budget. Phil replied that it was not included and a supplemental budget will be required. Vice President Scott asked where the District's portion of the expenses is coming from. Chief Spradley replied that the District is currently working with USDA on additional funding options.

President Storey asked if the District had received the money yet for the sale of the Wocus Road station. Chief Wenzel reported that he spoke with Commissioner Hukill and she indicated that there was a 45 day process in order to get a check cut.

b. Update on the Seismic Upgrade Grant for Station 6

The State is scheduled to sell the bonds in July and then funding should become available. Chief Kenworthy reported that the State will be sending a contract for the District to sign prior to issuing the funds.

c. July Chief Officers and Duty Chiefs schedules

The Board reviewed the Chief Officer and Duty Chief schedules for the month of July.

d. May Web Site Statistics

The Board was presented with the May Web Site statistics.

e. Thank you letters

The Board reviewed letters received by the District over the last month. President Storey commented that the letter from Dr. Orlando commending our crews was the first time she has ever seen a letter

from a doctor. Vice President Scott also commented that he was impressed that the City Police Department came to a Fire District function and commended the crews as well. Chief Kenworthy commented that the events of this particular call are the type of events the Oregon Fire Chief's Association looks for in the annual awards banquet. The Board agreed that it would be a very good idea to nominate this crew for this call.

f. June Fire Chief's Community Activity Memo

Chief Wenzel presented his report for the month of June. He spent some time at the Fire and Emergency Services Higher Education (FESHE) Conference at the National Fire Academy.

g. Other reports of the Fire Chief

Chief Wenzel reported that Captain Gary Mulvey was presented with his 25-years of service pin today.

Operations

a. Incident Activity through May 31, 2010

The Board reviewed the number of calls through May 31, 2010. Chief Spradley reported that calls are still a little down this year compared to last year.

b. June Operations Chief Community Activity Memo

Chief Spradley presented his monthly report. President Storey asked about the meeting regarding the old drill tower. He reported that this was a conversation with the street department regarding who was responsible for disposing of the old foam. Chief Spradley also reported that he attended the Assistance to Firefighter Grants internal meeting on May 26th. The District has submitted a grant for a vehicle and cardiac monitors. This was a cooperative effort between line personnel and office staff. Chief Spradley reported that the Safety Committee has noticed that the current structural gloves do not meet the OSHA standards, so the Clothing Committee is working on purchasing new ones. The old gloves may be carried by the crews for regular work gloves, just not to be used in structural firefighting.

Training/Ambulance

a. June Training Calendar

President Storey asked what the FTEP was on the calendar. Chief Spradley replied that this is the Field Training Evaluation Program used to train and evaluate the new hires once they go out on the line. She also asked what the training on the hybrid vehicles was for. BC Riblett replied the Lithia motors is going to show the crews some of the features on the hybrids, such as where batteries are located and tactics the crews should know about.

b. May 2010 Training Statistics

The Board reviewed the May 2010 Training Statistics.

c. June Training Chief Community Activity Memo

President Storey asked where the NFPA Fire Officer I Train-the-Trainer class Chief Keady is attending. Chief Wenzel reported that this is in Salem for two weeks and then Chief Keady will be able to come back and teach it to the local crews.

d. May 2010 EMS Billing Reports

President Storey asked if the District had received any more information regarding turning over all collectibles to Carter Jones for a lump sum. She would like the District to follow up with this idea.

Prevention

a. June Fire Marshal Community Activity Memo

Chief Kenworthy presented his monthly report. President Storey asked about the fire sprinkler system at 105 Spring Street. Chief Kenworthy reported that the City allowed a business to move into this location that was not suitable for the location to not have sprinklers. The tenant eventually moved out. Chief Kenworthy also discussed complaints against the Cannabis Pipeline business.

9. Adjourn

The Board adjourned at 8:30PM.

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, July 20, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR