

**Board of Directors
Minutes**

Regular Meeting

July 27, 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

Members Absent: Mike Harrigan, Director
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. She also asked for a moment of silence out of respect for the firefighters killed in the line of duty this past week.

3. Approval of the Agenda

President Storey added Executive Session to the end of the meeting under ORS 192.660 (2) (i) performance evaluations of public officers and employees. Vice President Scott made a motion to approve the amended agenda, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Hearings

a. Proposed Supplemental Budget for Fiscal Year for 2010-2011

Phil Hull presented the proposed Supplemental Budget for Fiscal Year 2010-2011. He reported that the Supplemental Budget creates Capital Project Funds for both the ARRA Station 3 construction project and the OEM Seismic Station 6 upgrade project. The money budgeted in these funds is what the Fire District expects to receive during this fiscal year. Phil also reported that after the publishing of the Supplemental Budget, but prior to the Board meeting, the Fire District received the final award contract from Oregon Emergency Management (OEM) for the Seismic award. The actual award has gone from \$1,200,000 to \$1,311,704. Phil indicated that the Board can adopt the Supplemental Budget at \$1,200,000 and later change it to the \$1,311,704, since it is less than 10% of the budget. There were no comments from the public on the Supplemental Budget.

5. Public Comment

There were no public comments.

6. Financial Reports

a. 2009-2010 Audit Process

Phil reported that the audit is complete and the Board of Directors have all received a copy. He also reported that the auditor was not able to attend the Board meeting this month, but would be available for the August meeting. The Board agreed that they would like the auditor to attend the meeting to clarify some of the statements in the audit.

b. June 2010 Report

Phil presented the June 2010 financial report. He indicated that a few adjustments will be made to the finances as invoices from the previous fiscal year continue to come in. He then continued through the

report using the most current numbers he has. He reported that expenditures for the fiscal year came in at 95.4% of budget, almost \$500,000 less than what was budgeted. However, revenue totals were at 94.5% of the budgeted amount. He indicated that expenditures over revenue for the fiscal year came to \$83,661.05. President Storey commented on the over-budgeting for Grant Revenue. Phil indicated that the total for the first year payment on the SAFER Grant was budgeted; however, the SAFER firefighters have not worked a full fiscal year, so the District has not been able to bill for a full year of reimbursement.

Phil then went through each fund. Operations reached 98% expended, Prevention is at 86%, Administration is at 85%, Training is at 71%, and Hazardous Materials is at 78%. He also reported that the Reserve Funds will be updated based on the audit figures.

7. Action Items

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

a. Approval of additional 457(b) Governmental Deferred Comp Plan

Phil reported that a couple of the recent retirees have worked with First Investors Corporation with regards to their retirements. The local representative contacted Phil and asked to become one of the 457(b) governmental deferred compensation plans offered by the Fire District. Phil reported that the Fire District currently has five options for deferred compensation plans. President Storey asked President Gurske if Local 890 knew anything about this company. He indicated that he is not aware of them. The Board agreed to wait on this item until more information is available.

b. Approval for Chief Wenzel to sign Cooperative Fire Protection Agreement

Chief Spradley reported that this is a cooperative fire protection agreement with the USDA Forest Service, Fremont-Winema National Forests that would allow Fire District resources to be called out as a resource and receive reimbursement. In addition, it would allow our personnel to participate on an Incident Management Team and qualify for reimbursement. Attorney Hedlund commented that he has reviewed the document and believes that it is a standard contract. Vice President Scott made a motion to approve for Chief Wenzel to sign the Cooperative Fire Protection Agreement, seconded by Secretary-Treasurer Green, carried unanimously.

c. Approval for Chief Wenzel to sign Oregon Emergency Management Grant Agreement

Chief Spradley presented that Oregon Emergency Management Grant Agreement for the award of \$1,311,704 to seismically upgrade Station 6. Attorney Hedlund has reviewed this agreement and did point out that Section 8 of the Agreement states that Oregon Emergency Management does have a clause for terminating the agreement at any point in the process. He also commented that he believes they intend to award the entire amount. Attorney Hedlund commented that this agreement is what the Fire District had expected to receive. Vice President Scott made a motion to approve for Chief Wenzel to sign the Oregon Emergency Management Grant Agreement, seconded by Secretary-Treasurer Green, carried unanimously.

d. Approval for Chief Wenzel to sign Provider Participation Agreement with Arizona Health Care

Chief Keady commented that this is a standard billing agreement that will allow the Fire District to conduct electronic billing with Arizona Health Care. There are no costs for the Fire District involved in this agreement. Vice President Scott made a motion to approve for Chief Wenzel to sign the Provider Participation Agreement with Arizona Health Care, seconded by Secretary-Treasurer Green, carried unanimously.

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

e. Resolution 10-05 – Adopting Supplemental Budget for Fiscal Year 2010-2011

Vice President Scott made a motion to read Resolution 10-05 by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read Resolution 10-05 by Title only. This is a resolution adopting the Supplemental ARRA Capital Project Fund Budget and the Supplemental OEM Seismic Capital Project Fund Budget in the total amount of \$ 1,700,000 for Fiscal Year 2010-2011 for Klamath County Fire District No. 1. Secretary-Treasurer Green made a motion to adopt Resolution 10-05, seconded by Vice President Scott, carried unanimously.

f. Resolution 10-06 – Authorizing loan for up to 120 days for normal district operation costs until property taxes are received

Vice President Scott made a motion to read Resolution 10-06 by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read Resolution 10-06 by Title only. This is a resolution authorizing the Fire Chief to enter into Indebtedness on behalf of Klamath County Fire District No. 1 in an aggregate principal amount not to exceed one million eight hundred thousand dollars (\$1,800,000.00) with a maximum term of one hundred twenty (120) days. The purpose of the Indebtedness would be to finance the costs of normal operating expenses for the period of August 01, 2010 to November 15, 2010. The Indebtedness would be repaid from normal property tax revenue received by Klamath County Fire District No. 1 from the Klamath County Treasurer during November of 2010. This resolution also provides provisions of who may sign documents and authorize transfer of funds from the Indebtedness to Klamath County Fire District No. 1 bank accounts. Vice President Scott made a motion to adopt Resolution 10-06, seconded by Secretary-Treasurer Green, carried unanimously.

g. Approval of the February 23rd Regular Meeting Minutes

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

h. Approval of the May 18th Regular Meeting Minutes

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

i. Approval of the June 15th Regular Meeting Minutes

These minutes were tabled due to lack of a quorum from the June 15th meeting.

j. Ratification of the June 2010 Bills

Vice President Scott made a motion for ratification of the June 2010 bills, seconded by Secretary-Treasurer Green, carried unanimously.

8. Informational Reports

Administration

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

Chief Spradley reported that the Fire District is moving along with the Environmental Assessment process. Chief Kenworthy has received notice from the State Historic Preservation Office that the Annex does not qualify as a historical building. The Fire District has requested a Scope Modification from FEMA for changes in the footprint and design of the original design documents. The process is on hold pending that review. Chief Kenworthy is working on the draft RFQ for Architectural and Engineering. President Storey asked where the crews would be stationed during the construction. Chief Spradley replied that this has not been decided yet.

b. Update on the Seismic Upgrade Grant for Station 6

The Fire District has received the agreement for this grant. Chief Kenworthy believes that relocation costs may also be included in the grant. President Storey asked if the Fire District has made any plans on where administrative staff will move to during the construction process. Chief Spradley indicated that staff will start working on this now that the agreement has been received and signed.

c. August Chief Officers and Duty Chiefs schedules

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

d. June Web Site Statistics

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

e. Thank you letters

The Board reviewed thank you letters received over the last month.

f. July Fire Chief's Community Activity Memo

The Board reviewed Chief Wenzel's community activity memo. Chief Spradley reported that on July 16th, he and Chief Wenzel, along with ODF, attended a meeting with about a dozen homeowners at the Running Y. They were able to answer some of the questions/concerns of the homeowners. Chief Spradley felt that this meeting was a success. Chief Spradley also commented on a meeting held on July 15th regarding financial projections. He reported that Phil and he went out to the community college to meet with Renee Ferguson regarding her ideas for the five-year forecasting.

g. Other reports of the Fire Chief

President Storey reported that a group has been working on creating the Klamath County Fire District No. 1 Foundation. Each Board member was given a draft copy of the Bylaws and Articles of Incorporation of the Foundation. President Storey asked that the Board members review these documents and get any questions/concerns to her or Stacy in the next week.

Chief Spradley also reported that Station 6 is working on cleaning out the Station and gathering all surplus items. Chief Spradley indicated that the Fire District will be following Board Policy Chapter 6 regarding surplus property. He may come back to the Board at the next meeting with a list of items for the Board to declare surplus. It will all depend on the monetary value assigned to each item.

Operations

a. Incident Activity through June 30, 2010

Chief Spradley commented that statistics are still down for the year.

b. July Operations Chief Community Activity Memo

Chief Spradley reported that Captain Gary Mulvey reached 25-years of service, Captain Helge McGee reached 15-years of service, and Captain Andy Hoskins reached 10-years of service this past month. President Storey asked about the call on June 29th. Chief Spradley commented that Chief Keady would speak to this during his report. She asked about the issue related to a rural water source on July 1. Chief Spradley reported that he has worked with a homeowner regarding some questions she has and he believes the questions have been answered. Chief Spradley also commented that he continues to work with 911 regarding dispatch procedures and practices. In addition, Chief Spradley has started meeting with the on-duty Battalion Chiefs on Wednesday mornings. This has been very positive for the crews in the stations as well.

Training/Ambulance

a. July Training Calendar

The Board reviewed the July training calendar.

b. June 2010 Training Statistics

Chief Keady presented the June training statistics.

c. July Training Chief Community Activity Memo

Chief Keady answered questions regarding his community activity memo. He reported that he spent two weeks in Salem and two weeks at the National Fire Academy attending training. He also gave a report on the brown-out event that occurred south of the Fire District on June 29th. As the Duty Chief that night, he worked with Battalion Chief Riblett to do single-resource dispatch during the event. Keno, Kingsley Field, District 4, and Chiloquin all assisted with the calls.

d. June 2010 EMS Billing Reports

Chief Keady reported that for the last fiscal year, Ambulance Billing collected 110% of their projected revenue. He also reported that changes in Medicare will affect the budget for this year. He feels that the billing processes are working at this point.

Prevention

a. July Fire Marshal Community Activity Memo

Chief Kenworthy was not present at the meeting so Chief Spradley answered the Board's questions regarding his report. President Storey asked about the ISO at Station 5. Chief Spradley reported that the Fire District has fulfilled the ISO request of questions. President Storey asked about the web site redesign meeting on June 25th. Captain Gurske reported that Celeste is working with a small group of personnel on redesigning the web site. President Storey would like to see the pictures updated because of all the new people hired.

9. Adjourn

The Board adjourned at 8:15PM

10. Executive Session: *Under section 192.660 (2) (i) performance evaluations of public officers and employees. 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, August 17, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR