

**Board of Directors
Minutes**

Regular Meeting

September 21, 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
Mike Jones, 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

Phil Hull requested that the financial report be moved to after the Contract Review Board to accommodate Tim Iltz's presentation. Vice President Scott made a motion to approve the agenda as amended, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

Carl Gurske, a 26-year employee and Captain with Fire District No. 1, and President of Local 890, addressed the Board. He commented the following:

“Board members, the Executive Board and membership of Local 890 have great concerns about the ARRA Station 3 Grant and our ability to fund that grant. I can't overstate the level of concern in the department over this issue. It seems that manning and apparatus replacement should have a higher priority than facilities. The recent budget process and the audit suggest that a more fiscally conservative policy should be our focus. This issue and project has the possibility of some pretty severe consequences for the members of the department, as well as the public it serves. We request all due diligence in determining the direction of the District. There have been no documents of any real sort available for review and understanding. At the recent shift meetings that were held September 6, 7, and 8 there were lots of financial and policy questions asked and we feel that there needs to be more answers than what we got at those meetings. I would urge the Board and Staff to get information out on how all this is to work. The grant details and requirements and how we going to address those and how we are going to finance them. The membership of the Local, as well all the members of the department, need to know this the right thing to do and that we're not making a mistake. Thank you”

5. Financial Reports

a. August 2010 Report – *this item was presented following Item 6d.*

Phil presented the August 2010 Financial Report. Currently, the District has collected 6.2% of revenue and expenditures are at 15.4%. 17% of the Fiscal Year has elapsed. President Storey commented on the PERS and the PERS PICKUP under Operations Personal Services expenditures. These two line items are currently over budget and she has concerns that these items will go over budget. Phil replied that these items are increased with overtime. This is a seasonally affected line item that may not end up going over. President Storey reiterated keeping each line item to its budget. Overall Operations Expenditures are at 15.8%, Prevention is at 15.2%, Administration is at 13.1%, Training is at 7.8%, and Hazardous Materials is at 14.1%. There was no activity in the Reserve Funds. Vice President Scott made a motion to accept the Financial Report for the month of August, seconded by Secretary-Treasurer Green, carried unanimously.

6. Action Items

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

a. Station Construction Financing Resolution

Tim Iltz from Wedbush Securities presented the Board with Resolution regarding the financing options for \$2.65 million for Station 3. He talked about the structure of the bonds. He commented that this would be a full faith and credit obligation. He also commented that this would not require a vote of the Fire District patrons or that any type of publishing notice needs to be issued. Tim went on to explain how the resolution would work as far as payments, terms, and insurance.

President Storey asked Phil what the total of the District's debt service is right now. Phil replied that the total is at \$1.6 million. She then asked what the District pays annually. Phil replied \$135,000 - \$140,000. President Storey expressed that she doesn't feel the Board should make a decision until the whole Board can discuss this. She also commented that the District needs to look at where they are going to come up with this money annually in the budget. Chief Wenzel asked Tim if he would be able to come to the next meeting to answer any further questions the Board may have. Tim responded that he would be able to attend the next meeting. Vice President Scott asked President Storey if it would be possible to have a meeting with Staff prior to the next Board meeting. President Storey would like to have a work session with Staff and Local 890 sometime in the next two weeks. Secretary-Treasurer Green made a motion to table this item to the next meeting, seconded by Vice President Scott, carried unanimously.

b. Driveway Joint Use Agreement and Construction Agreement

Chief Wenzel presented the Driveway Joint Use Agreement and Construction Agreement. President Storey commented that she could not find any information in the contract regarding renewal at the end of the 20 years. Attorney Hedlund commented that it doesn't include anything about a renewal. He commented that it would be an easy change. He did not feel this would be an issue. Vice President Scott made a motion to approve the Driveway Joint Use Agreement and Construction Agreement with the renewal option included, seconded by Secretary-Treasurer Green, carried unanimously.

c. Advanced Life Support Agreement

Chief Keady presented an Advanced Life Support Agreement with Butte Valley Ambulance Service. He reported that they are not currently part of the mutual aid agreement with the Klamath County

Ambulances. President Storey asked how many miles the District would go into California. Chief Keady felt it wouldn't be any farther than Mt. Hebron. He commented that it is the same area that we are currently responding to. President Storey asked if the District has any insurance liabilities going into California. Chief Keady reported that he has checked with Special Districts and they said no. President Storey commented that she doesn't like to go into California if we can't guarantee payment. Vice President Scott asked if the District would be liable to be sued by any of these patients. He replied that it is a possibility, the same as within our own District. President Storey asked Attorney Hedlund if he had reviewed this contract. He replied that he had provided comments back to Chief Keady and he does not see that these comments were included in this draft. He has concerns with the current contract. Vice President Scott made a motion to table this item to the next meeting, seconded by Secretary-Treasurer Green, carried unanimously.

d. Administration Temporary Location Lease Agreement

Chief Wenzel presented a Temporary Location Lease Agreement for the relocation of Administration during the seismic construction. He indicated that the amount per month was left blank due to this amount still being negotiated. President Storey asked if the District would need to carry renter's insurance during the relocation period. She does not believe this is included in our regular insurance. She also had a question regarding paying property taxes. Attorney Hedlund commented that he also noticed this. In addition, she has an issue with paying hazard insurance and liability insurance. President Storey also indicated that there was no timeline for the landlord to fix anything if it goes wrong. Attorney Hedlund has reviewed this contract and has some questions and issues to discuss during the negotiation of the lease payment. Secretary-Treasurer Green made a motion for Attorney Hedlund to pursue negotiating a contract for this property, seconded by Vice President Scott, 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. Approval of the August 17th Regular Meeting Minutes

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

f. Ratification of the August 2010 Bills

President Storey brought to the Board attention the charge for \$44.70 for a transport meal. She asked for a timeline on this transport. She reported that the crew left at 2:45pm and got back at 7:30pm. This was almost five hours. She feels that there needs to be some type of guideline or policy to cover transports. Vice President Scott made a motion to ratify the August 2010 bills, seconded by Secretary-Treasurer Green, carried unanimously.

7. Informational Reports

Administration

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

Chief Wenzel reported that the District has published a notice for the 15-day public comment period. This was published on September 19th and will close on October 4th. Once this process is completed, the grant will open up and we can request funding. All comments during this period will be reported directly to FEMA in Washington State. Chief Wenzel reported that he did meet with all the crews the

first part of September to discuss the project and what it means to the Fire District, including the closing of Station 1 after the new station is built.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that the relocation of staff will happen in the next 30-60 days. ZCS Engineering is doing testing throughout the building prior to the relocation. The floor plans are currently being finalized.

c. October Chief Officers and Duty Chiefs schedules

The Board reviewed the Chief Officer and Duty Chief schedule for the month of October.

d. August Web Site Statistics

The Board was presented with the Web Site Statistics for the month of August.

e. Thank you letters

The Board reviewed several thank you letters received over the past month. Chief Wenzel pointed out the letter received from the MDA regarding the Fill the Boot. Firefighter Gary Denney, who has coordinated this event the past couple of years was in attendance at the meeting. He reported that the District holds the record for the most amount raised in Southern Oregon.

f. September Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly activity memo. He gave a brief report on a meeting he attended at OFCA regarding the status of PERS and what may happen in the future. He also reported on the classes he attended at the International Association of Fire Chief's Annual Conference.

g. Other reports of the Fire Chief

President Storey asked about the status of the Foundation. Attorney Hedlund reported that he is waiting to get the names of the Local 890 representatives. President Gurske replied that it is on the meeting agenda for the Union meeting on October 7th.

Operations

a. Incident Activity through August 31, 2010

The Board reviewed the incident activity report through August 31st.

b. August Operations Chief Community Activity Memo

Chief Spradley was not in attendance at the meeting. The Board had no questions on his monthly report.

Training/Ambulance

a. September Training Calendar

The Board reviewed the training calendar for the month of September. Chief Keady did point out the Burn to Learn that occurred on September 1st.

b. August 2010 Training Statistics

The Board was presented with the August training statistics.

c. September Training Chief Community Activity Memo

Chief Keady presented his September activity memo. The Board had no questions on this report.

d. August 2010 EMS Billing Reports

Chief Keady pointed out the write-off on this month’s report. He reported that this is based on the numbers provided by the collection agency as hopeless collection. He also reported that he is still talking with Carter Jones regarding purchasing our accounts in collections. Currently they are offering \$55,000 for all the accounts they currently have. This would be only for the old debt. It would not include any new accounts we send to them. President Storey indicated she would like the whole Board to review this. She would like to meet with Chief Keady to look at the reports.

Prevention

a. 2010 Fire Prevention Proclamation

Chief Kenworthy was not present at the meeting. Deputy Fire Marshal Rice invited the Board to the Open House on October 3rd. Vice President Scott made a motion to Proclaim the 2010 Fire Prevention Week for October 3-9, seconded by Secretary-Treasurer Green, carried unanimously.

b. September Fire Marshal Community Activity Memo

President Storey asked about reviewing and processing various land use applications for Home Occupations. DFM Rice explained what that meant.

8. Adjourn

The Board adjourned at 9:15PM

9. Executive Session: *Under section 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, October 19, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR