

**Board of Directors  
Minutes**

**Regular Meeting**

**October 19, 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  
Mike Harrigan, Director  
Mike Jones, Director

**Members Absent:** None

**6:00pm**

**1. Board Workshop regarding upcoming station construction projects**

The Board of Directors held a workshop to discuss the Fire District's finances in regards to the upcoming station construction projects. Representative from the Board, Administration, and Local 890 participated in the discussion. It was decided that more information is needed to make a final decision on moving forward with the Station 3 construction project. The Board will hold another workshop beginning at 6:30PM on Tuesday, November 16<sup>th</sup>.

**8:00pm**

**1. Call Meeting to Order**

President Storey called the meeting to order at 8:02PM.

**2. Pledge of Allegiance**

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

**3. Approval of the Agenda**

President Storey commented that the Pre-Paid Legal Service presentation would be moved to the November meeting. In addition, item 7b. Station Construction Financing Resolution would not be addressed this month. Vice President Scott made a motion to approve the agenda as amended, seconded by Director Harrigan, carried unanimously.

**4. Public Comment**

Bill Clanton, Captain and resident of Fire District No. 1, made the following comments:

*The topic tonight is Station 3. I know you guys are putting a lot of time into this and the two things I would like to talk about from my point of view are the feasibility and affordability of Station 3. A little history on Station 3 is the original concept was to build a fire/administration building, the current concept being a fire station based on the fact that we are doing a remodel of Station 6. The current concept is to replace two currently working stations. In regards to the grant money, it obligates the District to a potential \$2.15 million indebtedness, 23% of the project. It's not a free thing. A thought that I have here, it's my thought and I am just speaking for myself, if the District wants to obligate itself to say \$2.5 million in the future, consideration should be given to building possibly two stations in similar to Station 5, which came in around \$1 million.*

*Three of the Board members I know have 20+ years experience with Fire District No. 1. The last five years our expenses have consistently exceeded revenues. Currently, we are unable to staff a completed station, Station 5. We are also unable to replace obsolete deteriorating equipment. I mean EMS equipment and I mean fire equipment. Our front line engines, and you talked about it tonight, we are unable to replace our apparatus. Currently, we have two front line engines that are right at 20-years old. These were the engine that the city firefighters got a levy passed and they are still running front line. We have two more engines running front line right now that are coming right close to 20-years old. We have three front line ambulances that we have no replacement schedule for based our current financial picture. Personnel costs are going to remain constant. There was some discussion tonight, but if an older firefighter retires, then possibly the costs will go down maybe marginally in the PERS rates, but you're going to pay the same wage rates. Those are going to remain rather constant and so is the cost of doing business, apparatus, equipment, or whatever. I saw tonight where the Board in the workshop was trying to figure out revenue streams. We appear to not have any revenue streams at this point that are just coming up and are just out there. Everything is tight and we know that. Typically we used to think about 3% as far as our growth factor, we're talking tonight about 1 3/4% on revenues. That's basically half of what we used to do. Our situation is not getting better.*

*In closing, given the change of scope of the Station 3 project, it's gone from a large administrative fire station back to a fire station, and the fact that we have two working fire stations at this point I believe that the \$170,000 that would go out a year on those projects could be better spent on things such as staffing our current facilities fully, purchasing equipment as needed, updating our apparatus, perhaps not all at once, but in some staggered fashion, and maintenance upgrade of the current facilities and stations. Therefore, it's going to be somewhat premature tonight because it was struck from the agenda, but I would request that the Fire District No. 1 Board of Directors cease the pursuit of the proposed Station 3 construction project. Thank you.*

## **5. Presentation – Pre-Paid Legal Services**

This item was tabled until the November meeting.

## **6. Financial Reports**

### **a. September 2010 Report**

Phil Hull presented the September 2010 Financial report. He indicated that revenue is currently at 7.9%, which is to be expected because the tax revenue comes in next month. Overall Expenditures are at 23.7%, with 25% of the fiscal year elapsed. Phil then continued through the report. Operations is currently at 24.3% expended, Prevention is at 25%, Administration is at 19.8%, Training is at 14.1%, and Hazardous Materials is at 17.8% expended. President Store asked about the Prevention OT & VACATION already exceeding the budget. Phil reported that he would have to see exactly what this line item is comprised of. President Storey also asked about the Administration EMT WAGES. Phil reported that he would look into this as well. Phil reported that there have been no expenditures in the reserve funds. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of September, seconded by Vice President Scott, carried unanimously.

## **7. Action Items**

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

### **a. Advanced Life Support Agreement**

The Board reviewed the revised copy of the Advanced Life Support Agreement. Chief Keady reported that it has been reviewed by the Attorney and the suggested changes have been made.

Secretary-Treasurer Green made a motion to give Chief Wenzel the authority to sign the Advanced Life Support Agreement, seconded by Director Harrigan, carried unanimously.

**b. Station Construction Financing Resolution**

This item was removed from the agenda.

**c. Administration Temporary Location Lease Agreement**

The Board reviewed a revised temporary location lease agreement for the temporary relocation of Station 6. Chief Spradley reported that Attorney Hedlund has handled the issues that the Board had at the last meeting. Chief Kenworthy reported that this lease is for about half of what most leases are going for right now. This building will also allow us to move our computer server to this site. In addition, it is a brand new building that has never been occupied. Chief Kenworthy clarified that the lease payments can be taken out of the grant funds as relocation costs. Vice President Scott made a motion to accept the lease agreement with Brand X, 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:**

**d. Approval of the September 21<sup>st</sup> Regular Meeting Minutes**

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

**e. Ratification of the September 2010 Bills**

President Storey asked if the Fire District has a policy regarding turning in receipts. Chief Wenzel replied that he did not think so. President Storey has some concerns regarding transport meals and the times and amounts of these meals. Following the discussion, Secretary-Treasurer Green made a motion to ratify the September 2010 bills, seconded by Director Harrigan, carried unanimously.

**8. Informational Reports**

**Administration**

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

Chief Wenzel reported that FEMA is ready to free up the first 10% of the grant. Chief Wenzel also reported that he will wait to do anything until the Board makes a final decision on the project. Vice President Scott indicated that he would like to see the Fire District put together a report for Greg Walden to know what kind of a process we went through to get this grant. Chief Wenzel replied that we are keeping track of all correspondence.

**b. Update on the Seismic Upgrade Grant for Station 6**

Chief Kenworthy reported that PBS is scheduled to conduct asbestos testing on October 19, 20, and 21. He also reported that we are about 30 days from moving out of the building into the temporary office. The design work continues to move forward. President Storey asked if the Fire District plans to take before and after pictures.

**c. November Chief Officers and Duty Chiefs schedules**

The Board reviewed the Chief Officers and Duty Chiefs schedules.

**d. September Web Site Statistics**

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

**e. Thank you letters**

Chief Spradley pointed out the letter received from Bill Henle. He indicated this was a pretty good reference to our HazMat Team.

**f. October Fire Chief's Community Activity Memo**

Chief Wenzel presented his monthly community activity memo. President Storey asked about the October 14<sup>th</sup> meeting with Ty Beaver. Chief Wenzel reported that this was in regards to the upcoming Citizens for Public Safety meetings. Chief Wenzel also reported that there is discussion regarding ISO ratings at the Oregon Fire Chief's Association level. He also reported that he and Chief Kenworthy are preparing for a formal appeal process with ISO on behalf of the Fire District.

**g. Other reports of the Fire Chief**

President Storey reported that the Foundation is moving forward. The paperwork should be filed in November.

**Operations**

**a. Incident Activity through September 30, 2010**

Chief Spradley presented the incident activity report through September 30<sup>th</sup>. He pointed out that call volume is up for the first time since the end of 2007. He also reported that medical calls have gone from 78% in 2007 to 82% of the current calls. The report shows a longer list of numbers for Structure Fires. This is an adjustment in our reporting to meet NFPA standards.

**b. September Operations Chief Community Activity Memo**

Chief Spradley reported that there was a fatal fire in October. This is the first one in quite a few years. He also reported there were three civilians and a police officer that assisted in that rescue attempt and he would like to consider an official Fire District recognition for these people. Chief Spradley indicated that the bid process for surplus apparatus has been completed. We were able to sell the old ambulance. There is still surplus apparatus left and he is currently looking at other ways to sell it. President Storey asked about the new firefighters hired on October 1<sup>st</sup>. Chief Spradley replied that since that time, we have lost one of them. This completes the eligibility list from the last test. President Storey asked about the subpoena for records. Chief Spradley indicated that this was for a fire report and not personnel records.

**Training/Ambulance**

**a. October Training Calendar**

Chief Keady reviewed the October training calendar. He reported that he is currently working with Captain Mulvey and Celeste Grimes on a pre-plan program. This will standardize the process and help to build a library of pre-plans. Chief Keady also reported that the State HazMat class being taught in town is being paid for by a grant received from the State, and being supplemented by the State HazMat budget.

**b. September 2010 Training Statistics**

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

**c. October Training Chief Community Activity Memo**

Chief Keady reported on the Citizens for Public Safety meeting scheduled for October 20<sup>th</sup> at 6:00PM at the OIT Student Union. He has worked very hard on creating this process and is looking forward to the future of it. He also reported that he went to the Oregon Fire Medical Administrators Association meeting in Salem. He reported on some of the items that were discussed at this meeting. President Storey asked about the Fire Prevention talk Chief Keady gave at Dragonfly Company. He replied that this was a class given to people who don't have many life skills. He indicated that they were extremely engaged and he felt they got a lot out of the talk.

**d. September 2010 EMS Billing Reports**

Chief Keady reported that the talk of selling the outstanding collections to Carter Jones is off. He also reported that Emergency Air Lift has contacted the Fire District regarding a joint membership between FireMed and Emergency Air Lift.

**Prevention**

**a. October Fire Marshal Community Activity Memo**

Chief Kenworthy reviewed his monthly activity memo. President Storey commented that she had seen the pictures from the open house on the Fire District web site and she congratulated Chief Kenworthy on a good job.

**9. Adjourn**

The Board adjourned at 9:08PM

**10. 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 Board will conduct a workshop on Tuesday, November 16, 2010 at 6:30 PM at the The Center for Occupational Health. 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, November 16, 2010 at 8:00 PM.**

**BOARD MEMBERS SIGNATURES**

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**VICE-PRESIDENT**

\_\_\_\_\_  
**SECRETARY / TREASURER**

\_\_\_\_\_  
**DIRECTOR**

\_\_\_\_\_  
**DIRECTOR**