

**Board of Directors
Minutes**

Regular Meeting

November 16, 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

6:30pm

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. Brian Menefee, CPA, presented a financial planning model he created using the past audits and estimates for future fiscal years. He indicated that the Fire District is in a downward trend, where money going out is exceeding money coming in. He recommended against any additional borrowings.

Chief Wenzel recommended that the Fire District write a letter to FEMA requesting a change of scope. The Fire District would ask for the grant to be modified to exclude any matching funds from the Fire District. The Board thought this was a good idea and also encouraged Chief Wenzel to include the Federal legislators that represent us in the mailing.

8:00pm

1. Call Meeting to Order

President Storey called the meeting to order at 8:00PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey removed item 5, the Pre-paid Legal Services presentation, and also remove Executive Session. 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. October 2010 Report

Phil Hull presented the October 2010 Financial Report. He responded to a couple of questions from last month. He indicated that the EMT wages in Administration are from Chief Keady, and the Vacation in Prevention is from some selling back of vacation time. The Board had no further questions. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of October, seconded by Vice President Scott, carried unanimously.

6. Action Items

a. Station Construction Financing Resolution

Based on the presentation from Mr. Menefee, there was no resolution presented. Chief Wenzel asked for the Board to make a motion to direct the Fire Chief and Staff to develop and transmit a letter to FEMA asking for a modified scope of the project. Secretary-Treasurer Green made a motion, seconded by Vice President Scott, carried unanimously. The Board also requested that they have the opportunity to review the letter before it gets sent.

b. Approval of the October 19th Regular Meeting Minutes

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

c. Ratification of the October 2010 Bills

President Storey had questions on the transport meals. Chief Spradley is researching these. Vice President Scott asked about the Dell Marketing check. Phil reported that he believed that was for computers that were replaced. Chief Kenworthy clarified that one of the computers was an upgrade for Chief Wenzel and the other was a replacement for Chief Keady's that was stolen out of his truck. Following the discussion, Vice President Scott made a motion to ratify the October 2010 bills, seconded by Secretary-Treasurer Green, carried unanimously.

7. Informational Reports

a. Report on updating Board Policies – Attorney Hedlund

Attorney Hedlund reported that he is working on updating all the Board policies. In the future, these draft updates will be included in the monthly Board packets. He emphasized the importance of the Board members reading through the drafts each month.

Administration

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

Chief Wenzel reiterated that he would be working with Staff to draft a letter to FEMA.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Kenworthy reported that Station 6 is scheduled to move on November 18th and 19th from Broad Street to Market Street. ZCS Engineering is working with PBS to complete the asbestos report on the station. Once that report is complete, the Fire District can move forward with a mitigation plan.

c. Review of the Civilian Award/Citation Process

Chief Wenzel reported that the Fire District does have a Standard Operating Guideline that refers to giving out civilian awards. He requested someone from the Board to volunteer to be on the committee

that reviews the award nominations. Vice President Scott volunteered to be on this committee. Chief Wenzel indicated that he would like to meet in January to discuss this further.

d. December Chief Officers and Duty Chiefs schedules

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

e. October Web Site Statistics

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

f. Thank you letters

The Board reviewed the one thank you letter received.

g. November Fire Chief's Community Activity Memo

Chief Wenzel did not have a written report for the Board to review. He reported that he attended the OFCA meetings in Roseburg and Bend. He also attended the Citizens for Public Safety meeting. The next meeting will be December 4th from 9:00am – 3:00pm at COH and everyone is invited to attend and participate.

President Storey commented about the OFDDA/OFCA conference that was held in Bend. The District registered five people to attend and only two ended up going. The District had to still pay for the registrations and the first nights lodging, which ended up being around \$1,200.

h. Other reports of the Fire Chief

Chief Wenzel reported that the Fire District continues to work with ISO regarding the ratings within the Fire District. Chief Wenzel is currently working on a letter to send to ISO requesting an appeal of their rating.

Chief Wenzel wanted to thank all of the employees who have assisted with the moving of Station 6. President Storey also commented that the Board appreciates all of the efforts.

Chief Wenzel reported that Station 5 on Lakeshore had been burglarized in the past month. Stolen items included a TV, stereo, radios, pager parts, and some tools. Some of these items have been recovered by the police. SDAO offers a grant for safety and security and the District is looking at applying for security cameras to place out at Station 5.

Operations

a. Incident Activity through October 31, 2010

Chief Spradley reported that the Fire District is still running slightly ahead of this time last year. Most of the increase is in EMS calls. He did report that there was a structure fire on 5th Street and there was a burn victim from that call.

b. October Operations Chief Community Activity Memo

Chief Spradley reported that he is participating on the Emergency Management section of the Citizens for Public Safety. They would like to see more attendance from the public at these meetings. Chief Spradley also reported that the Office of State Fire Marshal is purchasing the next round of 18 sets of turnouts through the HazMat Team.

Training/Ambulance

a. November Training Calendar

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

b. October 2010 Training Statistics

The Board was presented with the training statistics for the month of October

c. November Training Chief Community Activity Memo

Chief Keady was not present at the meeting and there were no questions on his monthly report.

d. October 2010 EMS Billing Reports

The Board reviewed the EMS Billing report for October.

Prevention

a. November Fire Marshal Community Activity Memo

Chief Kenworthy presented his November activity memo. The Board did not have any questions.

b. Fire Prevention Press Releases

Chief Kenworthy included all of the press releases put out over the past month. The Board commented that they appreciated seeing these.

8. Adjourn

The Board adjourned at 8:59PM

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, December 21, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR