

**Board of Directors
Minutes**

Regular Meeting

January 18, 2011

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

President Storey announced a few changes to the agenda. Under Item 5, Kevin Pardy will be presenting in the place of Jeff Griffen, Items 7b. Adoption of Revised Board Policy 1 and Item 7c. Adoption of Revised Board Policy 2 were deleted, and Item 7 d. Resolution 11-01 Transferring Funds from the FF Benefit Emergency Reserve Fund was added. Vice President Scott made a motion to approve the agenda as revised, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

President Storey called for public comment.

Carl Gurske, President of Local 890 and long-time employee of the Fire District:

I'm here before you to talk about interfacility transports from the operational point-of-view. There have been a lot of comments and questions about time spent and food costs. It leaves a six hundred pound gorilla on the table without addressing it and a lot of dead air space.

I am hopefully going to address some of those points tonight. The District Board of Directors and the staff have long defined that Fire District No.1 is in the transport business. We have many agreements about how line shift crews implement these transports. At the shift level they are an unplanned interruption at best to the majority of our day. You could make the point that alarm volume in general is an interruption to our day, and that is true, but these are a little bit different.

There are many influences on transports that we can't control. Time of alarm; we get the call and someone has to be at the hospital in a specified time frame to take that patient to wherever they are going. One of the things we can't control is whether or not that patient is truly ready to go when we get there or not. One of the other issues is that if the patient is on drugs, drips, or monitors, a lot of those things have to be switched from the hospitals to ours, or we have to be able to take them and our people have to be able to run those. It can take up to an hour to get the patient on the road from the time of the call, it's not unheard of.

Transporting a patient over 75-80 road miles is not the same as simply getting in the car and driving to Medford. There is more to it. Sometimes the patient has to use the restroom, that can't be accomplished easily or well when the ambulance is moving, so there are some unscheduled stops that sometimes occur. Those are the kinds of things that we sometimes have to deal with. Generally speaking, about five hours is a reasonable time-frame, from start to finish, for a transport. You could always fudge those numbers, you could always debate those numbers, but that's a pretty reasonable time frame.

On arrival at the destination hospital, without exception, we enter through the emergency room, which means that the emergency room at the receiving entity has to do paperwork in receiving and then we have to go to the patient floor with that patient. It's not just simply going to the emergency room and dropping them off and let that entity take them to where they go. We have to take them up to the floor, transfer them, and then wait for staff so that we can make an appropriate report to whoever is going to be caring for this individual. It's not just simply show up, unload them, and then go. There's a lot more to it than that.

After we get the patient to their own bed, we have to clean our own equipment, restore our own gear to the extent we can, and then exit the hospital. An operational need for us when we come to work is food. A lot of time the on-duty crews will bring leftovers, and then at Stations 1 and 3 there is a lot shift cooking involved. If you don't have access to the food you brought, or the food that's being cooked, you have to do something. Many of our people don't carry a large amount of cash when they are on duty, for lots of different reasons. One of the things I would like to point out is that nobody is intentionally parking Fire District apparatus at hospitals or restaurants in a prominent manner to bring discredit upon the Fire District. But, on the other hand, it's pretty hard to hide one also. So the time spent eating is just exactly that, it's the minimum amount of time that we need just to get the food taken care of, get back on the road, and get back to town.

Upon return, over 75-80 miles of whatever the road surfaces are, based on weather; the ambulance needs to be fueled, it needs to be washed, and then the crew needs to restore it so that it's ready to go the next time, which can happen as short as arrival back in town again, or a day later or so. Once the ambulance is fueled, washed, and restored, then the crew that was on is then back on-duty here in town, potentially. They have the report to continue with and complete and whatever other call volume there is, as well as station duties from drill to other station activities during the course of the day. We hope these points are considered when time and food costs are reviewed. Thank you.

President Storey responded that the concerns that she has are the costs of these meals. She is concerned about charges such as \$40 to Outback and the Olive Garden. She is worried about the perception from the taxpayers. President Gurske commented that he just wanted to make sure the Board understood the operational side of the transports. He also commented that he has mentioned this issue in the Union meetings and requested that the crews be more aware of the costs. Vice President Scott commented that he appreciated President Gurske's overview of the process.

5. Presentation –Kevin Pardy, Wilson Heirgood

Kevin Pardy with Wilson Heirgood presented the annual insurance information. He reported that last year the Fire District paid \$39,739 for insurance, this year that has gone down to \$38,944. He then reviewed the auto insurance policy. Kevin recommended that the Fire District reduce apparatus greater than 15 years old to a \$100,000 replacement value. This would decrease the insurance payment by around \$1,000 a year. The Board did not have any questions on the automobile insurance.

Kevin then reviewed the building and contents insurance. He indicated that the values listed for each building came from a report from American Appraisals in 2007. President Storey asked if Kevin could tell her what the insurance premium is for the Wocus Rd Station. Kevin will find this information and let Chief Wenzel know. He also commented that the District could save money if they increased their deductible from \$250 to \$1,000. He would be happy to provide that estimate as well. Kevin suggested that the District itemize all miscellaneous equipment valued at over \$10,000 so that it can be replaced at actual value, other than the maximum of \$10,000. This will not cost the District any additional money to itemize this equipment. He finished reviewing the annual report.

6. Financial Reports

a. December 2010 Report

Phil Hull presented the December 2010 Financial Report. He indicated that the Fire District is 50% of the way through the Fiscal Year. Revenue is at 75.8% and Expenditures are at 50.1%. He commented that there has been some delay in getting all the tax information due to the issue at the County Treasurer's office. He then proceeded through the report. The Operations division is 50.9% expended, Prevention is at 50.3%, Administration is at 45.8%, Training is at 27.7%, and Hazardous Materials is at 40.3%. President Storey asked why the Water and Sewer at Station 6 is so high. Phil indicated that this may have been an oversight by the temporary employee. He will research this issue. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of December, 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. Approval of the Co-Gen Agreement for Services

Chief Keady presented the annual contract for services with the Co-Gen. He reported that it is similar to last year's contract, with a percentage increase. Attachment A needs to be updated to reflect the current Fire District rates. Attorney Hedlund commented that he has reviewed the contract and has corrected any language issues he saw. Vice President Scott made a motion to approve the Co-Gen Agreement for Services, with the updated Attachment, 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:

b. Resolution 11-01 Transferring Funds from the FF Benefit Emergency Reserve Fund

Vice President Scott made a motion to read Resolution 11-01 by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read the resolution by title. This is Resolution to transfer the funds shown under the Firefighter Emergency Benefit Reserve Fund. Secretary-Treasurer Green made a motion adopt Resolution 11-01, seconded by Vice President Scott, carried unanimously.

c. Approval of the December 21st Regular Meeting Minutes

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

d. Approval of the December 23rd Special Meeting Minutes

Minutes could not be approved due to lack of a quorum from that meeting.

e. Ratification of the December 2010 Bills

Secretary-Treasurer Green made a motion for ratification of the December 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 Staff drafted a letter to be sent to the FEMA leadership regarding the grant award. Chief Wenzel sent this letter and almost immediately received a phone call back. FEMA indicated that this is not a “scope modification” but an “amendment to the program”. The proper method to apply for an amendment to the program is through the web site the Fire District uses to do our electronic reporting. The representative at FEMA seemed positive and the Fire District is moving forward with new site plans and preliminary drawings. Vice President Scott asked how much the Fire District will spend if the grant is not approved. Phil indicated that he would do some research to determine what we have spent so far.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that the Fire District is moving along with the plans and the cost estimates to make sure that the project stays within the grant funds. Currently, they are doing the structural analysis inside the building. They are also looking at the process for hiring a contractor. Secretary-Treasurer Green asked how long the project would take. Chief Wenzel indicated it would take approximately one year. Deputy Fire Marshal Rice added that if the Fire District hires someone like ZCS to oversee the project, it will move along faster.

c. February 2011 Chief Officers and Duty Chiefs schedules

The Board reviewed the Chief Officer and Duty Chief schedules.

d. December Web Site Statistics

The Board was presented with the December Web Site statistics. Chief Wenzel also reported that he has been contacted by ISO to conduct an evaluation of the Fire District. Chief Wenzel suggested using the Public Records Request forms and policies when working with requests for information from ISO. This would include charging them the rates listed in the policy.

e. Thank you letters

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

f. January Fire Chief’s Community Activity Memo

Chief Wenzel presented his monthly activity memo. President Storey asked about Chief Wenzel’s meeting with Sam and Elsie Warren. Chief Wenzel replied that this was to review the nominations and select the 2010 Warren Award winner. She also asked about Chief Wenzel’s meeting with Bill George. He reported that this was a pleasant meeting and things seem to be going well.

g. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through December 31, 2010

Chief Spradley presented the monthly Incident Activity report for the month of December. In addition, Chief Spradley handed out a list of incident types.

b. Incident Activity 2007 – 2010

Chief Spradley reviewed a report showing four years worth of call data. He indicated that for the first time in three years, the overall call volume increased.

c. January Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's activity memo for the month. He pointed out that the Fire District presented Captain Poe with his 10-year of service pin. Chief Spradley also gave a brief report on the church fire on Hwy 140 on January 4th. President Storey asked about the meeting with 911. Chief Spradley reported that 911 is working on breaking out call types for slide-off accidents. At this point, Chief Spradley has not made any changes to the Fire District's runcards. They are also working on the 911 call taking mechanisms. Chief Spradley ended his report by introducing the Fire District's newest firefighter Lucas Cronin.

Training/Ambulance

a. January Training Calendar

The Board reviewed the Training Calendar for January. Chief Keady reported that Tim Dietz came in to teach the Field Death notifications. In addition, Chaplain Roberts coordinated two evening classes with spouses and families. Chief Keady also pointed out the classes on January 26, 27, and 28 pertaining to the Courage to Be Safe program based on the curriculum from the National Fallen Firefighters Foundation.

b. December 2010 Training Statistics

The Board was presented with the December 2010 Training Statistics.

c. 2010 Annual Training Statistics

Chief Keady gave a breakdown of the entire year's training for 2010.

d. January Training Chief Community Activity Memo

Chief Keady presented his community activity memo for the last month. President Storey asked about Chief Keady's participation in the rewriting of the airport's Emergency Operations Plan. Chief Keady reported that the FAA has required an entire rewrite. Chief Keady is participating in the rewrite where it pertains to what the Fire District's roles in airport responses are. President Storey also asked about the Training Association classes that Chief Keady is teaching on the weekends. Chief Keady also reported that he is working with the County Attorney regarding draft language of the County Ambulance Law.

e. December 2010 EMS Billing Reports

Chief Keady reported that the ambulance revenue was a little low in the month of December. This decrease is due in part to the transition of moving Administration and the holidays in November and December.

Prevention

a. January Fire Marshal Community Activity Memo

Chief Kenworthy was not present at the meeting. Deputy Fire Marshal Scott Rice presented Chief Kenworthy's report. President Storey asked about Chief Kenworthy's guest lecture at OIT for the Senior Engineering students. DFM Rice reported that, for the last few years, Chief Kenworthy has given a lecture to this class regarding his code experience.

b. Press Releases

Vice President Scott commended DFM Rice on the successful arrest of an arson suspect. DFM Rice gave a brief report on the response to a fire.

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, February 15, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR