

**Board of Directors
Minutes**

Regular Meeting

April 19, 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
Mike Jones, Director

Members Absent: Mike Harrigan, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:02pm.

2. Pledge of Allegiance

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

3. Approval of the Agenda

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

4. Public Comment

President Storey commented that Retired Division Chief Herbold informed her that he is resigning from the Oregon Honor Guard. He would encourage anyone who is interested in participating to contact him. He has a uniform jacket that someone may be able to use. President Storey also commented that Medford is in the process of forming a Southern Oregon Honor Guard.

5. Financial Reports

a. March 2011 Report

Phil Hull presented the Financial Report for the month of March 2011. He reported that Revenue is at 85.2% and Expenditures are at 73.3%, at 75% of the way through the year. He then continued through the financial report. Operations is at 74.6%, Prevention is at 72.6%, Administration is at 66.2%, Training is at 45.9%, and Hazardous Materials is at 72.9%. President Storey commented that the Auditor said the audit should be done next week. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of March, seconded by Vice President Scott, 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. Authorize Chief Wenzel to sign a contract with Diversified Contractors Inc for the SRG Rehabilitation and Remodel of Station 6

Chief Kenworthy presented the contract between Klamath County Fire District No. 1 and Diversified Contractors Inc for the SRG Rehabilitation and Remodel of Station 6. He indicated that the word "SAMPLE" should be removed from the heading on the first page. Chief Kenworthy reported that this contract obligates the Fire District to spend a maximum of \$5,000 for pre-construction services with Diversified Contractors Inc. Diversified will work with ZCS Engineering to complete the

drawings of the building. This contract also includes an addendum to complete early work while the drawings are being completed. This early work would consist of the removal of the asbestos.

President Storey asked Attorney Hedlund if he had reviewed this contract. He indicated that he had, and any issues he saw have been resolved. Vice President Scott asked if there is room between the guaranteed maximum price and the total amount of the grant. Chief Kenworthy reported that there is about \$200,000 in contingency set aside. Director Jones asked if there would be an onsite superintendent and/or project manager. Chief Kenworthy replied that there would be someone onsite during the project.

Director Jones made a motion to authorize Chief Wenzel to sign a contract with Diversified Contractors Inc for the SRG Rehabilitation and Remodel of Station 6, 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:

b. Appointment of the two Budget Committee Members and the Budget Officer

Vice President Scott made a motion to appoint JoAnne Clifton and Bill Thompson to the Budget Committee for another three years, seconded by Secretary-Treasurer Green, carried unanimously. Secretary-Treasurer Green made a motion to appoint Chief Wenzel as the Budget Officer, seconded by Director Jones, carried unanimously.

c. Update on Board Position 4

President Storey read the following statement from Director Harrigan dated March 31, 2011, addressed the Board of Directors: "I, Mike Harrigan, do hereby tender my resignation as Director in Position 4 for Klamath County Fire District No. 1, effective this date, March 31, 2011." Vice President Scott made a motion to accept Director Harrigan's resignation, seconded by Secretary-Treasurer Green, carried unanimously.

President Storey stated that Position 4 is now open. If anyone is interested they should contact Station 6 for an application.

d. Approval of the March 15th Regular Meeting Minutes

Director Jones made a motion to accept the minutes, seconded by Secretary-Treasurer Green, carried unanimously.

e. Ratification of the March 2011 Bills

Secretary-Treasurer Green, made a motion for ratification of the March 2011 bills, seconded by Director Jones, carried unanimously.

7. Informational Reports

Prevention

a. April Fire Marshal Community Activity Memo

Chief Kenworthy presented his monthly community activity memo. The Board did not have any questions for him.

b. Inspection Log Report

The Board reviewed Deputy Rice's Inspection Log Report for the last month.

Administration

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

Chief Wenzel reported that the Fire District has submitted an updated budget to FEMA to go along with the new plans that the District submitted previously. FEMA is still reviewing these updates and Chief Wenzel indicated that he expects to hear back from them soon. President Storey asked if FEMA would be extending the deadline for the project. Chief Wenzel replied that he feels the Fire District could still finish this project on time, but if not, he is comfortable that FEMA will grant an extension for the project.

b. Update on the Seismic Upgrade Grant for Station 6

The Board had no further questions on the Seismic Upgrade Grant.

c. March Web Site Statistics

Chief Wenzel presented the Board with the Web Site statistics for the month of March.

d. Thank you letters

No thank you letters were received over the past month.

e. April Fire Chief's Community Activity Memo

Chief Wenzel gave a report on the Oregon Fire Chief's Spring Conference he recently attended. He talked about some legal lessons pertaining to Fire Districts. He also talked about Urban Renewal and how this affects Districts.

f. Other reports of the Fire Chief

Chief Wenzel reported that the Fire District received a letter from ISO stating ISO is going to recognize Station 5. Chief Kenworthy confirmed that the property tax classifications would be reverted back to a 4 or 8b. Chief Wenzel also commented that he has been in contact with the local field representative who is scheduled to come to the Fire District next week for an evaluation. Chief Wenzel sent him the information regarding the fee schedule for the public records they are requesting. The field representative asked Chief Wenzel to convey to the Board that the Fire District's participation in the evaluation is not mandatory or required.

Operations

a. Incident Activity through March 31, 2011

The Board was presented with the Incident Activity report through March 31, 2011.

b. April Operations Chief Community Activity Memo

Chief Spradley was not present at the meeting.

Training/Ambulance

a. April Training Calendar

The Board reviewed the Training Calendar for the month of April. President Storey asked about the Truss Factory Walkthrough. Chief Kenworthy gave a brief overview of this training. President Storey commented that she had a visit with retired Captain Gary Mulvey and he was telling her about the pre-plan program that he worked on prior to retiring. She had some questions about this program. Chief Kenworthy also gave a brief overview of the pre-plan program.

b. March 2011 Training Statistics

The Board was presented with the March training statistics.

c. April Training Chief Community Activity Memo

Chief Keady was not present at the meeting.

d. March 2011 EMS Billing Reports

The Board had no questions on the EMS Billing Report.

8. Adjourn

The Board adjourned to Executive Session at 8:00pm.

9. Executive Session: *Under section 192.660 (2) (h) to consult with legal counsel. 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, May 17, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR