

**Board of Directors
Minutes**

Regular Meeting

June 21, 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
Bill Gourley, Director

Members Absent: Mike Jones, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:01pm.

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey moved Public Comment before Public Hearings. Vice President Scott made a motion to approve the amended agenda, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

Charles Massie and Rick Whitlock gave a brief report on the Citizen's for Public Safety project. Mr. Massie did point out that a representative from the Fire District does sit on the Steering Committee of this project. Mr. Whitlock shared a list of recommendations that came out of this process. This list included the recommendation that the Fire District continue to participate on the Citizen's for Public Safety Group. Mr. Massie reiterated the importance of participation in the future.

Tammy Fitch from Wilson Heirgood gave a short presentation on the status of the Fire District's insurance. She did talk about the Fire District taking advantage of the State's program to outfit a light-duty workstation.

5. Public Hearings

a. Approved Budget for Fiscal Year for 2011-2012

Chief Wenzel read the following letter to the Board of Directors into the record:

*Board of Directors
Klamath County Fire District No. 1
Klamath County, Oregon
Directors:*

It has come to my attention that an arithmetical error has occurred in the budget documents that were published in the June 16, 2011 edition of the Herald and News newspaper. The error, as it was explained to me, is a formula error that occurred in the

computer program “Microsoft Excel”, that caused the expenditures in the ARRA Capital Project Fund to not be included in the “all funds totals” on the LB-1 budget form. This error has been corrected on the LB-1 budget form included in your packets.

The budget committee approved the correct numbers, and I’ll be asking you tonight, to adopt the same numbers approved by the budget committee. The error only exists in the published version of the LB-1 budget form.

Respectfully,

James Wenzel

Fire Chief and Budget Officer

Chief Wenzel reported that, per the Oregon Department of Revenue, no further action was required to correct this publication error. President Storey asked if this was the exact same budget that was approved by the Budget Committee. Phil Hull indicated that it was. Vice President Scott commented that if there is any inquiry at all about the Fire District’s budget process, it should be answered in full to whoever requests it. There was discussion about republishing the budget documents. Attorney Hedlund agreed that he will research this and determine if the budget does need to be republished.

There were no further comments during the public hearing.

6. Financial Reports

a. May 2011 Report

Phil Hull presented the May 2011 Financial Report. He reported that Revenue is at 92.7% and Expenditures are at 88.8%, at 92% of the way through the Fiscal Year. He was not sure that the Fire District would reach 100% of revenue for the year. He continued on through the report. Operations is at 90% expended, Prevention is at 88.7%, Administration is at 80.9%, Training is at 57.2%, and Hazardous Materials is at 101.8%. President Storey asked if the Fire District was going to go over budget and Phil replied that he saw no reason why we would go over. He actually expected \$200,000 to \$400,000 to be left at the end of the Fiscal Year. Vice President Scott made a motion to accept the Financial Report for the month of May, seconded by Secretary-Treasurer Green, carried unanimously.

7. Action Items

a. Resolution 11-04 – Adopting Fiscal Year 2011-2012 budget, appropriating expenditures, imposing and categorizing the tax

Secretary Treasurer Green made a motion to read by title only, seconded by Director Gourley, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution Adopting the Budget: Be it resolved that the Board of Directors of the Klamath County Fire District No. 1, a rural fire protection district, hereby adopts the budget for fiscal year 2011-2012 in the total of \$15,115,697 now on file at the administrative office of Klamath County Fire District No. 1 (535 Market St. Klamath Falls, OR). Making Appropriations: Be it resolved that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated. General Fund, Personal Services \$8,635,239; General Fund, Materials & Services \$1,081,220; General Fund, Capital Outlay \$0; General Fund, Contingency \$2,841; ARRA Capital Project Fund, Capital Outlay \$3,500,000; Leave Request Fund, Personal Services \$150,000; Debt Service Fund, Debt Service \$144,290; OEM Seismic Capital Project Fund, Capital Outlay \$1,214,336; FF Emergency Benefit Fund, Personal Services \$38,500. Imposing the Tax: Be it resolved that the Board of Directors of Klamath County Fire District No. 1 hereby imposes the taxes provided for in the adopted budget at the rate of \$2.8822 per \$1,000 of

assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2011-2012 upon the assessed value of all taxable property within the district. Categorizing the Tax: General Government Limitation, General Fund \$2.8822/\$1,000. Vice President Scott made a motion to adopt Resolution 11-04, seconded by Secretary-Treasurer Green, carried unanimously.

b. Resolution 11-05 – Establishing Ambulance Rates for Fiscal Year 2011-2012

Vice President Scott made a motion to read by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution to establish ambulance rates for the remainder of Fiscal Year 2011-2012. Vice President Scott asked what changes were made. Chief Keady reported that the rates did not increase at all, but there is now a 20% discount for non-insured single payer within first 30 days. In addition, collection fees may be added to accounts sent to collections. Secretary-Treasurer Green made a motion to adopt Resolution 11-05, seconded by Director Gourley, carried unanimously.

c. Resolution 11-06 – Establishing FireMed Rates for Fiscal Year 2011-2012

Vice President Scott made a motion to read by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution authorizing the membership rates for the Klamath County Fire District No. 1 FireMed Ground Ambulance Membership Program for Fiscal Year 2011-2012. Vice President Scott made a motion to adopt Resolution 11-06, seconded by Secretary-Treasurer Green, carried unanimously.

d. Resolution 11-07 – Authorizing loan for up to 120 days for normal district operation costs until property taxes are received

Vice President Scott made a motion to read by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution authorizing the Fire Chief to enter into Indebtedness on behalf of Klamath County Fire District No. 1 in an aggregate principal amount not to exceed one million seven hundred and fifty thousand dollars (\$1,750,000.00) with a maximum term of one hundred twenty (120) days. The purpose of the Indebtedness would be to finance the costs of normal operating expenses for the period of August 01, 2011 to November 15, 2011. The Indebtedness would be repaid from normal property tax revenue received by Klamath County Fire District No. 1 from the Klamath County Treasurer during November of 2011. This resolution also provides provisions of who may sign documents and authorize transfer of funds from the Indebtedness to Klamath County Fire District No. 1 bank accounts. Secretary-Treasurer Green made a motion to adopt Resolution 11-07, seconded by Vice President Scott, carried unanimously.

e. Approval to Purchase five LifePak 15 Cardiac Monitors

Chief Keady presented a memorandum regarding the purchase of five LifePak 15 Cardiac Monitors. This purchase would complete the 2010 Assistance to Firefighter Grant that the District received. Chief Keady provided a single quote due to the fact that the Fire District uses LifePak monitors and Physio Control is the only company that manufactures these monitors. Chief Keady and Attorney Hedlund have discussed the sole source quote and they feel that it meets the guidelines for the Fire District's purchasing policies. President Storey asked when the purchase would occur. Chief Keady replied that it would be during the current fiscal year. Director Gourley made a motion to approve the purchase of five LifePak 15 Cardiac Monitors, seconded by Vice President Scott, carried unanimously.

f. Approval of the 2011-2012 Health Insurance Renewal

Chief Wenzel reported that the Insurance Committee has held several meetings. They have been reviewing a new plan that is grouped through the Oregon Fire Chief's Association. This new group would have a lower rate, but higher benefits. The Insurance Committee elected to recommend to the Board of Directors to go with this new group through OFCA. President Storey and President Gurske commented on some of the changes to this plan. Vice President Scott thanked the Insurance Committee for all of their hard work with keeping the insurance rates down. Vice President Scott made a motion to approve the 2011-2012 health insurance renewal, seconded by Secretary-Treasurer Green, carried unanimously.

g. Approval of the May 17th Regular Meeting Minutes

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

h. Approval of the May 31st Special Meeting Minutes

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

i. Ratification of the May 2011 Bills

Phil Hull was able to answer the few questions the Board had regarding the May 2011 bills. Vice President Scott made a motion for ratification of the May 2011 bills, seconded by Secretary-Treasurer Green, carried unanimously.

8. Informational Reports

Administration

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

Administrative Analyst Jim Kenworthy provided a written report for the ARRA Fire Station Construction Grant. Chief Wenzel commented that the Fire District has received approval on the amendment with FEMA. Jim is working on the Request for Proposal for Architectural and Engineering. The Fire District is also researching relocation options. In addition, the Fire District can begin the reimbursement process with these funds. President Storey congratulated everyone involved in this project.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reviewed the status of the Station 6 project. Currently, the asbestos removal is scheduled for the last week of June. Construction should begin shortly after the Fire District receives notification that the building is clean from asbestos.

c. May Web Site Statistics

Chief Wenzel reported that he spoke with a gentleman at the 911 Open House who recognized the Fire District and our issues with ISO. The gentleman commented that he checks the Fire District web site regularly to monitor the status of these issues.

d. Thank you letters

Chief Wenzel commented on the letter received from LaPine RFPD regarding the Fire District's presence at the memorial service for Captain James Palmer. In addition, Chief Wenzel commented on

the Operation Prom Night thank you. He commended Firefighter Leon Spiesschaert, as well as the crews, who participated in this event for making it a success.

e. June Fire Chief's Community Activity Memo

The Board review Chief Wenzel's June report.

f. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through May 31, 2011

Chief Spradley presented the Incident Activity report through May 31, 2011. He reported that incidents are up about 7% over this time last year. This is a reverse trend from previous years.

b. June Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's report for June. He reported that Firefighters DeChenne, Randall, and Nelson recently completed their one-year probationary period. Chief Spradley also reported that there was fire at Big R and the store expects to be closed for up to six weeks. The fire damage was minimal, due to the sprinkler system and Fire District crews. However, the smoke damage was significant. Chief Spradley indicated that there have been some communication issues with the Hogsback site. He is working with the Klamath County Interoperability Communications Group (KCICG) to work on these issues. Chief Spradley answered a few questions from the Board regarding this issue.

Training/Ambulance

a. June Training Calendar

Chief Keady presented the June 2011 Training Calendar.

b. May 2011 Training Statistics

The Board reviewed the May 2011 Training Statistics.

c. June Training Chief Community Activity Memo

President Storey asked about the firefighter for a day that Chief Keady has planned for June 16th. Chief Keady indicated that C-shift, Station 1 has stepped up to work with a citizen who won this opportunity.

d. May 2011 EMS Billing Reports

Chief Keady reviewed the May EMS Billing Report. He commented that the Ambulance Billing Department has been ramping up their work in order to capitalize on receipts for this Fiscal Year.

Prevention

a. June Fire Marshal Community Activity Memo

Interim Fire Marshal Rice presented his report for the month. He reported on a bench hearing on June 5 for an individual who burnt up a garage on East Main. This individual was charged with arson and the judge found him guilty and sentenced him to 20 years at the State Hospital. IFM Rice also reported that the Fire District attended court for a citizen who has been cited four times for burn violations. The citizen did not show up and the judge ordered him to pay restitution to the Fire District for \$750 dollars.

9. Adjourn

President Storey extended a thank you to Vice President Scott for all of his years of service on the Board of Directors. Director Scott replied that it has been his honor to serve on the Board. He commented that Fire District personnel are some of the best people he has ever worked with.

The Board adjourned to Executive Session at 8:45pm.

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 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, July 19, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR