

**Board of Directors
Minutes**

Regular Meeting

August 16, 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, Director
Rod Green, Director
Bill Gourley, Director
Tom Ludlow, Director

Members Absent: 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

Chief Wenzel amended the agenda to remove the Executive Session. Vice President Gourley made a motion to accept the amended agenda, seconded by Director Green, carried unanimously.

4. Public Comment

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

This has to do with our Apparatus Replacement Program. This is just informational. We had a vendor come in today. Our rolling stock; we are having problems with as far as we are actually down to the point now, if you note in a couple of activity reports, that we are getting to the point where we are replacing engines in ambulances. I talked to the vendor today and he indicated that there are avenues for us to actually purchase apparatus, like ambulances, and finance them for essentially no money down and finance them for a period of five years. I really didn't get into the specifics of rates and stuff like that, but it's just something to consider with what's going on with us. We are going to put a lot of money into engines and we are still going to have drivetrains and a lot of other things that are basically going to wear out and we need to look at some options. Hopefully we can look at an option where we simply put a payment down and we have to pay on these vehicles for over five years, I think it would be a worthwhile investment.

President Storey asked if this represented both engines and ambulances. Captain Clanton responded that this was specific to an ambulance discussion. The vendor was an ambulance vendor and so they specifically discussed ambulances.

President Storey asked if Chief Spradley had this vendor's contact information and Captain Clanton indicated that he did.

5. Financial Reports

a. July 2011 Report

Phil Hull presented the Financial Report for the month of July 2011. President Storey asked if the Interest Revenue of \$8,280.55 was for a quarter. Phil said he would review this number, as it would represent just July and not a full quarter. Phil then continued through the report. At 8% of the way through the Fiscal Year, the Operations Division is at 7.3% expended, Prevention is at 6.4%,

Administration is at 6.1%, Training is at .4%, and Hazardous Materials is at 12.5% expended, making the total expenditures 6.9%. President Storey asked about the status of the audit. Phil reported that the audit should be final in the next day or two. President Storey asked if there were any changes between the draft audit and the final audit. Phil indicated that he did not know. He also reported that he will be working directly with the auditor to make the audit adjustment entries. Director Green made a motion to accept the July 2011 Financial Report, seconded by Vice President Gourley, 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. Approval of two-year Intergovernmental Agreement, (July 1, 2011 to June 30, 2013), for Regional Hazardous Materials Emergency Response Team Services between the State of Oregon, acting by and through the office of the State Fire Marshal and Klamath County Fire District No. 1

Chief Spradley presented the two-year Intergovernmental Agreement. He commented that it is the same contract that the District has been doing since back in the early 1990's. This is just simply a renewal and an update to some of the language. Chief Spradley reported that he has been working with Captain Larry Burg, to do a side-by-side comparison. He also reported that, for the most part, the changes in the contract were for the benefit of the Fire District. This included increases in the amount of funding available. Chief Spradley commented that Attorney Hedlund has had the opportunity to completely review the contract. Attorney Hedlund reported that he did not have any issues with the contract. Vice President Gourley made a motion to authorize Chief Wenzel to sign the agreement with the State of Oregon for the Hazardous Materials contract, seconded by Director 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. Election of Board of Director Secretary/Treasurer

President Storey nominated Rod Green for the position of Secretary/Treasurer, seconded by Vice President Gourley, carried unanimously.

c. Approval of the July 19th Regular Meeting Minutes

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

d. Approval of the August 3rd Special Meeting Minutes

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

e. Ratification of the July 2011 Bills

President Storey indicated that she had all of her questions previously answered. President Storey asked about the \$1,174.95 to the National Academy of Ambulance Coding. Chief Keady responded that this was for a class that teaches the Ambulance Biller the laws regarding formal coding and making the Fire District more straight and narrow in the billing practices. President Storey asked why it was so much and Chief Keady indicated that it is the equivalent of a college course. Vice President Gourley made a motion to ratify the July 2011 bills, seconded by Secretary/Treasurer Green, carried unanimously.

7. Informational Reports

Administration

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

Chief Wenzel reported that the Fire District has received official final notification from FEMA that they have accepted all the amendments and they will be financing the construction of Station 3. He reported that the next step is to put out the Request for Proposal for Architectural and Engineering of the final design. He indicated this would happen in the next couple of weeks. Chief Wenzel commented that the plan for relocation of the crews is also being formalized.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that crews are in the demolition stage on the interior to get ready for construction.

c. July Web Site Statistics

The Board reviewed the Web Site Statistics for the month of July.

d. Thank You Letter Received

There were several Thank You letters included in this month's report.

e. August Fire Chief's Community Activity Memo

President Storey had several questions regarding items on Chief Wenzel's Board Report. He reported further on the items.

f. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through July 31, 2011

Chief Spradley presented the Incident Activity Report through July 31st. He commented that the Fire District is slightly ahead of this time last year. He also reported on a structure fire on Wilford in the past month. He reported that the crews responded to two Motor Vehicle Accidents out on Bly Mountain. The first MVA included a fatality and the second MVA involved a first response vehicle from Bly Mountain responding to the first MVA.

b. August Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's monthly activity memo. President Storey had a few questions regarding this report and Chief Spradley was able to answer them. In addition, Chief Spradley reported on the two ambulances that are receiving replacement motors. He reported that 3171 and 3173 will be receiving new motors, which should allow them to go another 100,000 miles. He felt this was the best decision to make at this time. Chief Spradley also commented that he is researching various ways to finance new apparatus.

Training/Ambulance

a. August Training Calendar

Chief Keady reviewed the training calendar with the Board.

b. July 2011 Training Statistics

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

c. August Training Chief Community Activity Memo

President Storey asked several questions regarding Chief Keady's report. Chief Keady clarified these items for the Board. Chief Keady also included some additional information not shown on his report.

d. July 2011 EMS Billing Reports

The Board reviewed the July EMS Billing Report. Chief Keady reported that July was a good month. President Storey had some questions about the collections. Chief Keady will review the report with Ambulance Billing.

Prevention

a. August Fire Marshal Community Activity Memo

Interim Fire Marshal Rice was not present at the meeting. Chief Wenzel fielded questions from the Board.

8. Adjourn

The meeting was adjourned at 7:53pm.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR