

**Board of Directors
Minutes**

Regular Meeting

October 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
Bill Gourley, Vice President
Rod Green, Secretary-Treasurer
Tom Ludlow, Director

Members Absent: Mike Jones, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:03pm.

2. Pledge of Allegiance

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

3. Approval of the Agenda

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

4. Public Comment

There were no public comments.

5. Financial Reports

a. 2009-2010 Audit Report Follow-Up with Andy Peterson

Andy Peterson from Molatore Scroggins Peterson & Company LLC followed up with the Board from the last meeting regarding questions they had on the 2009-2010 audit. He was able to answer the questions for the Board. He commented that one table did have an error in it, on the part of the auditor. He suggested that, since the audit has already been filed with the Secretary of State, if there is an issue it can be explained, but not to retract the filing and re-file. He reiterated that the Financial Statements are correct in the final audit.

b. 2010-2011 Audit Process Informational Update

Andy reported that Carol is working with Phil to complete the 2010-2011 audit by December. They are on track to have this done on time. Andy will get an update from Carol and then email President Storey with the status.

c. September 2011 Report

Phil Hull presented the September 2011 Financial report. He reported that the Fire District is 25% of the way through the Fiscal Year. Total Revenue is at 5.5% and Expenditures are at 25.7%. Director Ludlow had some questions regarding the accounting system. Phil and Andy Peterson worked together to answer Director Ludlow's questions. In addition, Director Ludlow and Phil agreed to sit down and discuss the accounting system and the financial reports.

Phil continued through the Financial report. He reported that the Operations Division is at 23.8% expended, Prevention is at 23.6%, Administration is at 21.3%, Training is at 6.6%, and Hazardous Materials is at 22.7%. President Storey had questions regarding the amount of money in the

Firefighter Emergency Benefit Fund. She would like an accurate figure of the amount in this fund for the November Board meeting. Vice President Gourley made a motion to accept the September 2011 Financial Report, seconded by Secretary/Treasurer Green, carried unanimously.

6. Action Items

a. Approval of the 2009-2010 Klamath County Fire District No. 1 Audit

Vice President Gourley made a motion to approve the 2009-2010 Klamath County Fire District No. 1 Audit, seconded by Secretary/Treasurer Green, carried unanimously.

b. Approval of the September 20th Regular Meeting Minutes

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

c. Approval of the October 4th Special Meeting Minutes

Vice President Gourley made a motion to approve the minutes, seconded by Director Ludlow, carried unanimously.

d. Ratification of the September 2011 Bills

President Storey asked to get the call times for the transport to Medford where the crew ate at Kaleidoscope pizza. Chief Keady will research this charge. Secretary/Treasurer Green made a motion to approve the ratification of the September 2011 bills, seconded by Vice President Gourley, carried unanimously.

7. Informational Reports

Administration

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

Chief Wenzel reported that Jim Kenworthy is working on the Request for Proposal for Architecture and Engineering. Jim is using templates from other agencies that have gone through this process. This RFP will also be reviewed by an attorney. Everything else is on hold until the RFP goes out.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel updated the Board with the latest progress of the Station 6 project. He reported that the demolition has been completed. The elevator shaft is 2/3 of the way complete on the ground floor. Chief Spradley reported that all the seismic bracing has been completed on the upper floor.

c. September Web Site Statistics

The Board reviewed the September Web Site Statistics.

d. Thank You Letter Received

There were no thank you letters received for the month.

e. October Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly community activity memo. He was able to answer questions from the Board members.

f. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through September 30, 2011

Chief Spradley presented the Incident Activity report through September 30, 2011. He reported that we have more runs at this year than at the same time last year. He also reported on the Fleet Pride fire. The Fire District received good feedback from the owner.

b. October Operations Chief Community Activity Memo

Chief Spradley reviewed his monthly report. President Storey asked about the meetings with the County Assessor's Office regarding the Fire District's boundaries. Chief Spradley reported that he is working on defining the boundaries in some of the questionable areas. There was a discussion on various boundaries. Chief Wenzel offered to bring a map to the next meeting that reflects the Fire District's boundaries.

Training/Ambulance

a. October Training Calendar

The Board reviewed the October Training Calendar.

b. September 2011 Training Statistics

Chief Keady presented the September 2011 Training Statistics.

c. October Training Chief Community Activity Memo

Chief Keady commended Captain Brainard's crew, and the rest of B-shift, for their great work on the Annual Fire Prevention Open House. He also commented that Kim Probst has received her accreditation through the Oregon Fire Service Office Administrator's organization.

d. September 2011 EMS Billing Reports

Chief Keady clarified some of the items on the September 2011 EMS Billing Report.

Prevention

a. October Fire Marshal Community Activity Memo

Fire Marshal Rice was not present at the meeting. The Board did not have any questions on his monthly report.

8. Adjourn

The Board adjourned at 8:07 PM

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, November 15, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR