

**Board of Directors
Minutes**

Regular Meeting

November 15, 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
Rod Green, Secretary-Treasurer
Tom Ludlow, Director
Mike Jones, Director

Members Absent: Bill Gourley, Vice President

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

President Storey added 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. Secretary-Treasurer Green made a motion to accept the amended agenda, seconded by Director Jones, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. October 2011 Report

Phil Hull presented the October 2011 Financial Report. He reported that the General Fund is 32.8% expended, at 34% of the way through the year. He also pointed out that 8.2% of Revenue has been received this Fiscal Year. Tax revenue should be coming in this month and the Revenue will increase dramatically in next month's report. Phil then continued through the report. The Operations Division is at 31.3% expended, Prevention is at 30.4%, Administration is at 28.1%, Training is at 13.1%, and Hazardous Materials is at 28.3%. The Board of Directors did not have any questions. Director Jones made a motion to accept the October 2011 Financial Report, seconded by Secretary-Treasurer Green, 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 the Ability Network Inc. Total OnBoarding Service Agreement

The Board reviewed the agreement with Ability Network Inc for electronic medical billing. Secretary-Treasurer Green made a motion to accept this agreement, upon the determination that there is no cost for the agreement, seconded by Director Jones, carried unanimously.

b. Approval of Three (3) Year Agreement for Physician Supervisor Services with Dr. Pack

A 3-Year Agreement with Dr. Pack for Physician Supervisor Services was presented to the Board. Operations Chief Spradley commented that this is the standard agreement that we need to have for the scope of practice for the EMTs. Attorney Hedlund indicated that he has reviewed the contract and there are a few typographical errors that need to be corrected prior to signing the agreement. Director Jones made a motion to approve the 3-year agreement for Physician Supervisor Services with Dr. Pack, 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:

c. Resolution 11-09 Transferring Money to the Foundation

President Storey asked the Board if there was any discussion. Being none, she called for a motion to read Resolution 11-09 by title only. Secretary-Treasurer Green made a motion to read by title only, seconded by Director Jones, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution transferring the money in the Firefighter Emergency Benefit Fund to the recently established Klamath County Fire District No. 1 Foundation. Director Jones made a motion to adopt Resolution 11-09, seconded by Secretary-Treasurer Green, carried unanimously.

d. Approval of the October 18th Regular Meeting Minutes

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

e. Ratification of the October 2011 Bills

President Storey commented on a few of the larger bills this month. One was regarding the water and sewer service for Station 6. Another was the new refrigerator purchased for Station 3. Captain Clanton was able to provide more information on the refrigerator purchase. Secretary-Treasurer Green made a motion to ratify the October 2011 bills, seconded by Director Jones, carried unanimously.

7. Informational Reports

Administration

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

Chief Wenzel reported that the Request for Proposal for Architectural/Engineering is almost complete and ready to go out. He commented that the Fire District is working with the City of Newberg, who is also in the process of an ARRA grant construction project. In addition, the Fire District is actively looking for a relocation building for the crews at Station 3.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel commented that the second story of the building is almost completely framed in and the elevator shaft is nearly complete. He informed the Board that they are welcome to take a tour of the building at any time. They should contact Chief Wenzel or Stacy Brainard if they are interested in a tour.

c. October Web Site Statistics

The Board reviewed the October Web Site Statistics.

d. Thank You Letter Received

There were two thank you letters received in the last month.

e. November Fire Chief's Community Activity Memo

Chief Wenzel presented his November activity memo. President Storey asked if the Fire District attended Dave Baltazar's funeral service. Chief Spradley reported that President Malone assisted with coordinating the services. He also reported that there were approximately 15 District employees that participated and/or attended the service. Chief Wenzel also reported on the discussion between the Fire District and the City regarding the joint driveway at Station 3 and the City Police Station. There is a new agreement in place, with an extended deadline to accommodate the Station 3 project timeline.

President Storey commented on Battalion Chief Neil Valiton's retirement. She asked Chief Wenzel what the Fire District's plan is for filling that position. Chief Wenzel replied that the Chief Officers are currently looking at hiring needs and determining staffing models to fill those needs.

f. Other reports of the Fire Chief

Chief Wenzel addressed some outstanding items from the previous meeting. He gave a short presentation on the boundaries of the Fire District, showing the Board some maps outlining various boundaries. Chief Wenzel also reported that Staff will be working on the strategic planning process for the upcoming year.

Operations

a. Incident Activity through October 31, 2011

Chief Spradley reviewed the incident activity report through October 31st. He reported that there have been several structure fires in the past month, including fires on Old Midland Rd, 5th Street, and Burn Street. Director Ludlow asked several questions regarding call-volume. He asked if it was possible to map out where the calls are. Chief Spradley commented that he can run some reports showing high call-volume areas in the Fire District. He will work with Director Ludlow regarding his questions.

b. November Operations Chief Community Activity Memo

The Board was presented with Chief Spradley's monthly activity memo. He also commented on Battalion Chief Valiton's retirement. He added that Jim Poore would also be retiring on November 30th. Chief Spradley wanted to thank all of the crews and personnel who participated in Dave Baltazar's funeral service. He reported that the crews are also planning a few events for the upcoming holidays, including delivering dinners to families on Thanksgiving.

Training/Ambulance

a. November Training Calendar

Chief Keady was not present at the meeting. The Board did not have any questions on the monthly training calendar.

b. October 2011 Training Statistics

The Board reviewed the training statistics from the month of October.

c. November Training Chief Community Activity Memo

President Storey asked about the Mazama High School student shadow. Chief Spradley commented that the Fire District participates with several students a year who are completing their senior projects.

d. October 2011 EMS Billing Reports

The Board reviewed the October EMS Billing report.

Prevention

a. November Fire Marshal Community Activity Memo

Chief Rice presented his monthly activity report. He updated the Board on some outstanding prevention items. He reported that Mr. Wynn has been sentenced to 10 years at the State Hospital for his conviction of lighting the fire at the County Mental Health building in February of 2011. He also answered questions regarding the hydrants and how the Fire District services them annually. He reported that he is also working on several downtown inspections.

Following Chief Rice's report, President Storey reported that a member of the Board of Directors to sit on the Insurance Committee. Secretary-Treasurer Green volunteered to sit on the committee.

8. Adjourn

The Board adjourned at 8:10pm to Executive Session. The Board will reconvene to regular session.

9. 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 reconvene to regular session.

10. Reconvene

The Board reconvened to regular session at 9:03pm. President Storey called for a motion to increase the non-union personnel wages by 4%, retroactive to July 1, 2011. Secretary-Treasurer Green made the motion, seconded by Director Jones, carried unanimously. President Storey called for a motion to limit Surveyor Fees to \$16,000 for the property boundaries on Anderson. Secretary-Treasurer Green made the motion, seconded by Director Jones.

The Board adjourned at 9:05pm.

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, December 20, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR