

**Board of Directors  
Minutes**

**Regular Meeting**

**May 15, 2012**

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 Central Fire Station, 143N Broad Street, Klamath Falls, OR 97601

**Members Present:** Gloria Storey, President  
Bill Gourley, Vice President  
Tom Ludlow, Director

**Members Absent:** Rod Green, Secretary-Treasurer  
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**

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

**4. Public Comment**

Chief Dewaine Holster with Chiloquin Fire presented A-Shift, Station 4 with the Green Cross Award from Hurst. The Green Cross is the symbol of recognition for those who have used Hurst Jaws of Life products to save lives. Chief Holster nominated this crew after their assistance with an extrication in February of 2012. He gave a brief description of the incident, including a slideshow of photos, before presenting Captain Brian Brink, Firefighter/Paramedic Tom Small, and Firefighter/EMT Drew DeChenne with their awards.

Ed Langerveld, CEO and President of Emergency Airlift, approached the Board of Directors regarding privatizing the ground ambulance service in Fire District No. 1. He commented on the issues and problems regarding the ambulance side of the Fire District. Mr. Langerveld proposed that Emergency Airlift come in and run the ambulance service. He gave the example of Salem Fire Department contracting with American Medical Response (AMR). He would like to have further discussions with the Board of Directors and the Administration regarding this issue.

Pete Fondi spoke to the Board of Directors regarding the Urban Renewal District. He would like the Board to consider writing to the Klamath Falls City Council and ask that the Urban Renewal District be terminated. Mr. Fondi is a private individual, representing himself. He gave several reasons for the Board to take action on this item. He also gave written documentation supporting his presentation to Chief Wenzel.

**5. Presentation – Jeff Griffin, Wilson-Heirgood**

Jeff Griffin with Wilson-Heirgood provided his annual update to the Board of Directors. He also talked about the Oregon Ethics Department and what is appropriate for the Fire District to do when buying and selling items. Mr. Griffin reported that OR-OSHA is making visits to all fire departments in the state.

Wilson-Heirgood will do a pre-inspection if requested. They will also come out when OR-OSHA arrives, if they are contacted immediately, and assist with the inspection.

## **6. Financial Reports**

### **a. April 2012 Report**

Phil Hull presented the April 2012 Financial report. He reviewed the Cash Balances report for the month. Phil reported that 83% of the year has passed. Total Revenue is at 82.8% and total Expenditures are at 80.6%. President Storey and Director Ludlow had several questions on the Revenue breakdown. The Operations Division is at 80.9% expended. Prevention is at 78.7%, Administration is at 76.8%, Training is at 39.4%, and Hazardous Materials is at 72%. Phil was able to answer several questions regarding checks for the month of April. Vice President Gourley asked Phil if he thought the Fire District would receive all of the projected revenue for the fiscal year. Phil replied that he anticipates the revenue will be approximately \$300,000 under budget. Vice President Gourley made a motion to accept the Financial Report for April 2012, seconded by Director Ludlow, carried unanimously.

### **b. Discussion regarding a line of credit for the Station 3 construction project**

Chief Wenzel indicated that the turnaround time for requesting and receiving money from FEMA is so fast that he does not see the need for this. It was staff's recommendation that the Fire District not pursue a line of credit for the Station 3 construction project.

## **7. Old Business**

The Board discussed the Urban Renewal District. President Storey said that she was not in favor of it at this time. No action was taken.

## **8. Action Items**

### **a. Resolution 12-01 Establishing Authorized Signers**

Phil explained that this resolution is needed in order to create a new credit card system. This system could potentially replace the current Purchase Order system, and allow for more accountability. Vice President Gourley made a motion to read Resolution 12-01 by title only, seconded by Director Ludlow, carried unanimously. Stacy Brainard read the resolution title. This is resolution establishing "authorized signers" on behalf of Klamath County Fire District No. 1 and/or its employees, in the matter of implementing a Purchasing Credit Card System. Vice President Gourley made a motion to approve Resolution 12-01, seconded by Director Ludlow, carried unanimously.

### **b. Approval of the February 21<sup>st</sup> Regular Meeting Minutes**

These minutes were tabled due to lack of a quorum from the February 21<sup>st</sup> meeting.

### **c. Approval of the April 24<sup>th</sup> Regular Meeting Minutes**

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

### **d. Ratification of the April 2012 Bills**

Jim Kenworthy was able to answer several questions regarding the Station 6 project in the April 2012 bills. Vice President Gourley made a motion to ratify the bills, seconded by Director Ludlow, carried unanimously.

## **9. Informational Reports**

### **Administration**

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

Jim Kenworthy reported that the architecture and design process is 90% complete. Design applications have been submitted to the city. The Request for Proposal for a CM/GC was released on May 11<sup>th</sup>. There will be a mandatory pre-proposal meeting on Friday, May 18<sup>th</sup>. He expects to award a CM/GC contract on June 20<sup>th</sup>, following the June 19<sup>th</sup> Board meeting. He also expects to issue early work agreements for asbestos removal and demolition shortly after the June 20<sup>th</sup> contract award.

**b. Update on the Seismic Upgrade Grant for Station 6**

President Storey thanked Jim Kenworthy for all of his work on the Station 6 seismic project. Jim presented the expenditure spreadsheet for the project. He reviewed the expenses and the budget for the project. He also reviewed the 16 project change orders that were issued throughout the project. Jim reported that the final budget for the contractor is \$995,856; which is \$1,355 less than what the contractor was originally authorized for. He expects the overall budget to be \$60,000 under the grant amount.

**c. April Web Site Statistics**

The Board reviewed the April web site statistics.

**d. Thank You Letter(s) Received**

There was one letter received in the last month.

**e. May Fire Chief's Community Activity Memo**

Chief Wenzel presented his monthly activity memorandum. He gave a brief report on the OFCA conference in Redmond.

**f. Other reports of the Fire Chief**

Chief Wenzel had no other reports.

**Operations**

**a. Incident Activity through April 30, 2012**

Chief Spradley reviewed the Incident Activity report through the month of April.

**b. May Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's monthly memo. He commended the Firefighter/Paramedic Leon Spiesschaert and all the Fire District No. 1 personnel involved with the Operation Prom Night presentation at Klamath Union High School.

**Training/Ambulance**

**a. May Training Calendar**

The Board reviewed the May training calendar.

**b. April 2012 Training Statistics**

Chief Keady presented the breakdown of training statistics for the month of April.

**c. May Training Chief Community Activity Memo**

The Board had no questions on Chief Keady's monthly activity memo.

**d. April 2012 EMS Billing Reports**

Chief Keady reported that the Ambulance Billing Department has been held-up with Medicare, and they are expecting a large payment over the next month.

**Prevention**

**a. April Fire Marshal Community Activity Memo**

Chief Rice was not present at the meeting. The Board had no questions regarding his monthly report.

**10. Adjourn**

The Board adjourned to Executive Session at 8:55pm.

**11. Executive Session:** *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiation, 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions and 192.660 (2) (g) to discuss preliminary negotiations involving matters of trade or commerce.*

The Board of Directors did 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 Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, June 19, 2012 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

\_\_\_\_\_  
**DIRECTOR**

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**DIRECTOR**