

**Board of Directors
Minutes**

Regular Meeting

June 18, 2013

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, 143 N Broad Street, Klamath Falls, OR 97601.

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 7:00pm

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey amended the agenda to add item 11.e. Resolution 13-09 – Authorizing the Fire Chief to enter Indebtedness on behalf of Klamath County Fire District No. 1. Secretary-Treasurer Green made a motion to approve the amended agenda, seconded by Director Ludlow, carried unanimously.

4. Public Comment

There were no public comments.

5. Guest Speaker – Jim Bellet, County Commissioner

Commissioner Bellet was not present at the meeting.

6. Public Hearings

a. Budget for Fiscal Year for 2013-2014

Phil Hull reviewed the budget as adopted by the Budget Committee. There were no comments from the Board or the public regarding the budget.

7. Approval of Minutes

a. Approval of the May 21st Regular Meeting Minutes

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

8. Ratification of Bills

a. Ratification of the May 2013 Bills

Director Ludlow made a motion to ratify the May 2013 bills, seconded by Secretary-Treasurer Green, carried unanimously.

9. Financial Reports

a. May 2013 Report

Phil Hull presented the May 2013 Financial Report. He reported that 92% of the Fiscal Year has passed. Revenue is currently at 93.6% and Expenditures are at 95.6%. President Storey asked Phil if he had any time frame for when the Fire District would receive payment from the CoGen. He reported that it would be within 30-45 days of billing them. He will bill them as soon as the contract is approved by the Board. He then continued through the detailed breakdown. He reported that Operations is at 96.4% expended, Prevention is at 84.6%, Administration is at 94.7%, Training is at 47.3%, and Hazardous Materials is at 90.8%. Phil commented that the Board would have to do a Resolution to amend the 2012-2013 Budget only if a category goes over by 10%. Director Ludlow made a motion to accept the May 2013 Financial Report, seconded by Secretary-Treasurer Green, carried unanimously.

10. Old Business

There was no Old Business

11. New Business

At this time, the Board is now acting as Contract Review Board and will take up the matters of:

a. Authorize Chief Wenzel to sign a contract with Klamath Energy LLC for the purpose of providing emergency services to the Klamath Cogeneration Facility

The Board reviewed a contract with Klamath Energy LLC. This contract is for two years, beginning January 1, 2012. It is for the amount of \$35,000. President Storey pointed out a typographical error in the contract. Director Ludlow made a motion to authorize Chief Wenzel to sign a contract with Klamath Energy LLC for the purpose of providing emergency services to the Klamath Cogeneration Facility, 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:

b. Resolution 13-06 – Establishing FireMed Rates

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 authorizing the membership rates for the Klamath County Fire District No. 1 FireMed Ground Ambulance Membership Program. Secretary-Treasurer Green made a motion to adopt Resolution 13-06, seconded by Director Ludlow, carried unanimously.

c. Resolution 13-07 – Adopting Fiscal Year 2013-2014 budget, appropriating expenditures, imposing and categorizing the tax

Secretary-Treasurer Green made a motion to read by title only, seconded by Director Ludlow, 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 2013-2014 in the total of \$9,524,811 now on file at the administrative office of Klamath County Fire District No. 1. Making Appropriations: Be it resolved that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated. General Fund, Total \$9,229,792; ARRA Capital Project Fund, Capital Outlay \$0; Leave Reserve Fund, Total \$150,000; Debt Service Fund, Total \$143,373; OEM Seismic Capital

Project Fund, Total \$0; FF Emergency Benefit Fund, Total \$0. 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 2013-2014 upon the assessed value of all taxable property within the district. Categorizing the Tax: General Government Limitation, General Fund \$2.8822/\$1,000. Secretary-Treasurer Green made a motion to adopt Resolution 13-07, seconded by Director Ludlow, carried unanimously.

d. Resolution 13-08 – Authorizing issuance, sale, execution, and delivery of 2013 Tax Anticipation Note for normal district operation costs

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 of Klamath County Fire District No. 1, Klamath County, Oregon authorizing the issuance, sale, execution, and delivery of tax and revenue anticipation notes, series 2013, in an amount not to exceed \$3,300,000 and related matters. Director Ludlow made a motion to adopt Resolution 13-08, seconded by Secretary-Treasurer Green, carried unanimously.

e. Resolution 13-09 – Authorizing the Fire Chief to enter Indebtedness on behalf of Klamath County Fire District No. 1

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 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 two hundred thousand dollars (\$200,000.00) with a maximum term of forty five (45) days. The purpose of the Indebtedness would be to finance the costs of normal operating expenses for the period of June 19, 2013 to June 30, 2013. The Indebtedness would be repaid from the proceeds of a subsequent note payable to U.S. Bank, for the purpose of financing normal operating expenses for the period of July 1, 2013 to November 30, 2013, which will be repaid with normal property tax revenue received by Klamath County Fire District No. 1 from the Klamath County Treasurer during November of 2013. 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. Director Ludlow made a motion to adopt Resolution 13-09, seconded by Secretary-Treasurer Green, carried unanimously.

12. Informational Reports

Administration

a. May Web Site Statistics

The Board reviewed the Web Site statistics for the month of May.

b. Thank You Letter(s) Received

There was one letter received over the last month.

c. Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly activity report. President Storey asked about the Ambulance Sustainability meeting on May 29th. Chief Wenzel reported that this was an internal meeting preparing a report that staff plans to use for multiple purposes. It will be a basic snapshot of what is happening with the ambulance, including the functionality and the finances of the ambulance service.

d. Other reports of the Fire Chief

Chief Wenzel provided an update on the county property swap. He reported that the county has put this item on hold pending hiring a property manager position first, and developing a policy on property management. President Storey commented that this process has gone for five years and the Fire District is not gaining anything. She would like the Fire District to take a stronger step. Secretary-Treasurer Green made a motion for Chief Wenzel to make contact with a commercial real estate agent and place the Wocus Road property for sale, seconded by Director Ludlow, carried unanimously.

Chief Wenzel reported that the Strategic Planning team is reconvening to update the current Strategic Plan.

Chief Wenzel thanked Phil Hull for all the work he has done over the last few months to secure funding for the dry funding period. The Board of Directors also thanked Phil.

Operations

a. Incident Activity through May 31, 2013

Chief Spradley reported that the call volume trended down this month for the first time a few of years.

b. Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's monthly report. He gave a brief update on the Forest Land Classification. He also reported that he met with the Office of State Fire Marshal regarding the 2013-2015 HazMat Team contract.

Training/Ambulance

a. June Training Calendar

Chief Keady reviewed the June Training Calendar.

b. May Training Statistics

The Board was presented with the number of training hours that occurred in May.

c. Training Chief Community Activity Memo

Chief Keady presented his monthly activity report. President Storey asked if Klamath County was doing a Mass Casualty Incident and Chief Keady reported that they just did one this month.

d. May EMS Billing Reports

The Board reviewed the Ambulance Billing reports for the month of May.

Prevention

a. Fire Marshal Community Activity Memo

Chief Rice handed out a brochure containing information on what to do after you experience a fire. He commended Kim Probst for all her work on this project, and reported that these brochures will be placed on the all the engines.

13. Adjourn

The Board adjourned to Executive Session at 7:45 pm.

14. Executive Session: *Under section 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

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, July 16, 2013 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR