

**Board of Directors
Minutes**

Special Meeting

October 28, 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
Bill Gourley, Vice President
Tom Ludlow, Secretary-Treasurer
Mike Jones, Director
Dennis Thomas, Director

Members Absent: None

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

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

4. Public Comments

There were no public comments.

5. Approval of Minutes

a. August 19th Special Meeting Minutes

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

b. August 20th Regular Meeting Minutes

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

c. September 17th Regular Meeting Minutes

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

6. Ratification of Bills

a. Ratification of the September 2013 Bills

President Storey had some questions regarding charges on a VISA bill. Finance Officer Phil Hull was able to answer these questions. Director Jones made a motion to ratify the September bills, seconded by Secretary-Treasurer Ludlow, carried unanimously.

7. Financial Reports

a. September 2013 Report

Phil Hull presented the financial report for the month of September. Secretary-Treasurer Ludlow asked about when the Fire District could expect to receive tax revenue. Phil commented that it will start to come in during November. Phil reported that current Revenue is at 6% and Expenditures are at 23.2%,

with 25% of the fiscal year passed. President Storey asked Interim Fire Chief Spradley about the Overtime. Chief Spradley reported that it continues to trend down. Overall, Operations is at 24.3% expended, Prevention is at 27.3%, Administration is at 22.1%, Training is at 21.3%, and Hazardous Materials is at 12.8%. President Storey had additional questions that Phil was able to answer. Vice President Gourley made a motion to accept the September 2013 Financial Report, seconded by Director Jones, carried unanimously.

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

a. Attorney contract for legal services for Klamath County Fire District No. 1

The Board reviewed the contract between Attorney Steve Hedlund and the Fire District. Vice President Gourley made a motion to approve the contract for Legal Services, seconded by Secretary-Treasurer Ludlow, carried unanimously. Vice President Gourley made a motion to set the contract dates June 1, 2013 to December 31, 2015, seconded by Secretary-Treasurer Ludlow, carried unanimously.

b. Approval of two-year Intergovernmental Agreement, (July 1, 2013 to June 30, 2015), 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

The Board reviewed the two-year agreement with the Office of State Fire Marshal for the Regional Hazardous Materials Response Team. Attorney Hedlund confirmed that he had reviewed the contract. Vice President Gourley made a motion to approve the contract, seconded by Director Jones, carried unanimously. Vice President Gourley made a motion to approve Chief Spradley to sign the contract, seconded by Secretary-Treasurer Ludlow, carried unanimously.

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

9. Old Business

a. Fiscal Update

Chief Spradley reported that he and Phil continue to work on long-term projections. He will be working with the auditors on these projections as well. In addition, they are working on some financial policies. President Storey commented that she appreciates all of the hard work that everyone has put in, and the sacrifices that have been made to help this Fire District come into line with the funds we have available. She recognizes it has been a hardship as far as not being able to get new equipment because the money is just not there.

10. New Business

There was no new business.

11. Informational Reports

Administration

a. September Web Site Statistics

The Board reviewed the web site statistics. Chief Spradley commented that he is currently working with Celeste Aldinger to update some of the web site pages.

b. Thank You Letter(s) Received

There were a few thank you letters received over the past month. President Storey commented that maybe the Fire District could do a PSA regarding not smoking around oxygen tanks, after the double-fatal fire in Bonanza.

c. Interim Fire Chief's Community Activity Memo

Interim Fire Chief Spradley presented his monthly activity report.

d. Other reports of the Interim Fire Chief

Additionally, Chief Spradley reported on several other items. Those items included the delivery of the Wocus Road station lease agreement to the County, meetings regarding the Hogs Back communication site, and support for denouncing the movement of the Klamath Falls Interagency Fire Center Dispatch to Lakeview.

Chief Spradley informed the Board members of the update of the Board Policies. He reported that the Staff is making serious headway with completely updating all of the policies. Once they are all updated, he would like to have a Board work session to review the draft policies. Chief Spradley also commented that all of the Human Resources items in the current Board policies will be removed and placed into a new Personnel Manual. There will also be a new committee made up of the Fire Chief and two Board members who annually review the non-represented wages and benefits. Director Jones and Director Thomas both volunteered to be a part of this committee.

Secretary-Treasurer Ludlow asked if there was any progress on the Standards of Coverage study. Chief Spradley replied that he feels this is something the Fire District will need to look at in the spring of next year. This is a cooperative effort with Local 890. In addition, this item was not budgeted for this fiscal year. Secretary-Treasurer Ludlow feels like nothing is going to change until this is completed and the Fire District has to do this Standards of Coverage study if they want to ask the taxpayers for anything. President Storey would like to review the budget again in January to see if there is any place in the budget to pull the money from in order to do the study.

Chief Spradley ended his report by letting the Board know that he and President Storey will be meeting with the Herald and News Editorial Board in the next couple of weeks. Personnel changes included Captain Clanton's retirement, Steve Leslie's promotion to Captain, and the hiring of two new firefighters.

Operations

a. Incident Activity through September 30, 2013

Chief Spradley reported that the call volume is slightly down from this same time last year.

Training/Ambulance

a. October Training Calendar

Chief Keady presented the training calendar for the month of October.

b. September Training Statistics

The Board reviewed the September training statistics.

c. Training Chief Community Activity Memo

President Storey had several questions on Chief Keady's report. He provided additional information on those items.

d. September EMS Billing Reports

President Storey asked about the credit balances on the report. Chief Keady reported that he will need to check on this line item. In addition, Chief Keady explained how it is documented when someone goes through bankruptcy.

Prevention

a. Fire Marshal Community Activity Memo

Fire Marshal Rice was not present at the meeting. The Board did not have any questions regarding Chief Rice's monthly report.

12. Adjourn

President Storey asked the other directors if there was a better day of the week to hold the regular monthly meetings. After much discussion, the consensus was that Wednesday night's work best. The Board moved the regular November Board meeting to Wednesday, November 20th. At that time, the Board will discuss moving the meetings permanently. The Board then adjourned to Executive Session at 8:12pm.

13. Executive Session: *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiation and 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 Wednesday, November 20, 2013 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR