

**Board of Directors
Minutes**

Regular Meeting

November 20, 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 (by phone)
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

President Storey added item 192.660 (2) (g) regarding trade or commerce to Executive Session. Vice President Gourley made a motion to accept the amended agenda seconded by Director Jones, carried unanimously.

4. Public Comments

Director Jones commented that he took his stepson and another boy out to visit Station 2. He commented that Firefighter Connor Tacchini and Firefighter Zack Weitzel were great. They gave a tour and really made an impression on the boys. Director Jones would like them to know they did a fabulous job.

President Storey commented that she had a telephone call with Brad Mason from Diversified Contractors, Inc. He wanted the Board to know his position for a recommendation for a new Fire Chief. He said that John Spradley was one of the best people he'd ever worked with on these contracts and on projects. He would really like to see the Board consider him for the next Chief's position.

5. Approval of Minutes

a. October 28th Regular Meeting Minutes

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

6. Financial Reports

a. October 2013 Report

Finance Officer Phil Hull presented the September 2013 report. He reported that Revenue is at 9.4% and Expenditures are at 33.5%, at 34% of the way through the Fiscal Year. Phil commented that the District has started to receive annual tax revenue and that it will be reflected on the November report. Interim Fire Chief Spradley gave a brief review of Overtime amounts for the past few months. He assured the Board that the District is working hard to meet projections. President Storey had a few

questions on the overall Operations Division Expenditures. Chief Spradley and Phil were able to answer these questions. Phil also commented that he is working on itemizing out all of the station utilities line items. The Board continued through the report. Overall Operations expenditures are at 31.7%, Prevention is at 34.3%, Administration is at 31.4%, Training is at 24.3%, and Hazardous Materials is at 17.9%.

Secretary-Treasurer Ludlow asked about the status of the Wocus Rd Station lease agreement with the County. Chief Spradley commented that he has not heard back from the County since submitting a proposed lease agreement. They continue to pay the monthly utilities but not rent. President Storey and Secretary-Treasurer Ludlow would like to know when Chief Spradley receives a response from the County. Vice President Gourley made a motion to accept the October 2013 Financial Report, seconded by Director Jones, carried unanimously.

b. Ratification of the October 2013 Bills

Director Jones asked why the Fire District has bills to Basin Telecom, Charter, Verizon, Cal-Ore, and Hunter. These all seem to provide similar services, and why so many different vendors. Chief Spradley explained that each one provides a different type service for the District. Vice President Gourley made a motion to ratify the October bills, seconded by Director Thomas, carried unanimously.

c. Fiscal Analysis

Phil reported that the auditors were at the District the week of November 11th. They expect to have a draft audit within 10 days. The auditors were also required to complete an A-133 audit due to the amount of Federal money received in the fiscal year. The auditor plans to be at the December Board meeting to present the audit to the Board. President Storey commented that the Herald and News has also requested a copy of the audit report when it becomes available. Chief Spradley reported that the District should expect a Management letter similar to last year's letter. The staff is already working on a corrective action plan to address some of the issues in the letter. President Storey reported that the auditor made the comment to her that EMS billing had improved tremendously.

d. October EMS Billing Report

Chief Keady presented the October EMS Billing report. He indicated that he and Phil have gone over this report and reconciled the report with the financials. The Board had a few questions on the aging report. Chief Keady and Phil answered these questions. There was a discussion regarding selling the outstanding collections to Carter-Jones for a lump sum. Chief Keady will discuss this with them and report back what they are offering.

7. Old Business

There was not old business.

8. New Business

a. Amend Board Policies to change regular meeting day

Vice President Gourley made a motion to amend the Klamath County Fire District No. 1 Board of Directors Policies to change the regular Board meeting day from the third Tuesday to the third Wednesday of each month, seconded by Director Jones, carried unanimously.

9. Informational Reports

Administration

a. October Web Site Statistics

The Board reviewed the web site statistics for the month of October.

b. Thank You Letter(s) Received

There were two thank you letters received over the past month. Chief Spradley gave a brief report on each of the letters.

c. Interim Fire Chief's Community Activity Memo

Chief Spradley pointed out a few items on his monthly activity report. Firefighter Steve Leslie was promoted to Captain on October 15th and firefighters Tom Davidson and Brandon Friend were hired on November 1st. In addition, Chief Spradley gave a brief report on the status of moving the Klamath Falls Interagency Fire Center to Lakeview. Chief Spradley also reported that he and President Storey met with the Herald and News Editorial Board on Monday and an article was in the newspaper today.

d. Other reports of the Interim Fire Chief

Chief Spradley reported that the Homedale property and Wocus Road Station listed with Caldwell Banker have been active with online visits.

Chief Spradley asked the Board members if they would like to be added to the daily TeleStaff roster email that is delivered every morning showing who is on-duty at each station. President Storey, Vice President Gourley, and Director Jones all replied that they would like to receive it.

Further, Chief Spradley reported that updates to the Board Policies are continuing. Staff is reviewing draft policies and will have them to Attorney Hedlund around the first of December for attorney review. Once he has commented on them, the Board will schedule a work session to hold a final review, possibly in January.

Operations

a. Incident Activity through October 31, 2013

Chief Spradley reported that call volume is down about 150 runs from this time last year. This has been a pretty steady trend throughout the year.

Training/Ambulance

a. November Training Calendar

The Board reviewed the Training calendar for the month of November.

b. October Training Statistics

Chief Keady presented the October Training statistics.

c. Training Chief Community Activity Memo

Chief Keady reported on several items on his report. He gave a brief summary on his presentation at the local PEO meeting.

Prevention

a. Fire Marshal Community Activity Memo

Fire Marshal Rice handed out a new brochure on outdoor burning. He also gave a brief report on the investigation for the double-fatal fire in Bonanza on October 24. Fire Marshal Rice then showed a video regarding a study done by the Seattle Fire Department. This five minute video showed how fast a fire can spread inside a home.

10. Adjourn

The Board adjourned to Executive Session at 7:57PM.

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) (g) regarding trade or commerce, 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, December 18, 2013 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR