

**Board of Directors
Minutes**

Regular Meeting

December 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
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

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

4. Public Comments

There were no public comments.

5. Approval of Minutes

a. November 20th Regular Meeting Minutes

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

b. December 10th Special Meeting Minutes

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

6. Financial Reports

a. 2012-2013 Audit Report Presentation – Robert Moody

Rob Moody with Talbot, Korvola, & Warwick, LLP presented the audit for 2012-2013. This is the second year he has conducted the Fire District's audit. He commented that he is happy with the way things turned out this year. He feels that this trend will continue into the next year's audit. The Board asked Mr. Moody several questions throughout the audit documents. He was able to answer the Board's questions and reassure them the Fire District's accounting is consistent with other government agencies. He also informed the Board that the Fire District was subject to a Federal Audit based on the amount of Federal grant money received over the past year. He reviewed that audit report with the Board.

Mr. Moody presented the Board of Directors with the list of audit findings. He has met with the Administrative Staff to discuss the findings and the staff is working on a Corrective Action Plan to

address the findings. Overall, Mr. Moody felt that was improvement over last year's audit. Vice President Gourley made a motion to accept the audit report, seconded by Secretary-Treasurer Ludlow, carried unanimously.

b. November 2013 Report

Finance Officer Phil Hull presented the November financial report. He reported that at 42% of the way through the fiscal year, Revenue is at 78.1% and Expenditures are at 40.4%. He reported that about 90% of the tax revenue came in during the month of November. Phil continued through the monthly report. The Operations Division is currently 39.1% expended, Prevention is at 41%, Administration is at 37.8%, Training is at 24.7%, and Hazardous Materials is at 22.8%.

Secretary-Treasurer Ludlow asked when the short-term bond payment was due. Phil reported that it is due by June of 2014, but he anticipates paying it off by the end of December of 2013.

President Storey would like Phil to research moving the Fire District's bank accounts to another bank. He will look at what options are available and bring that back to the next Board meeting.

Vice President Gourley made a motion to accept the financial report for the month of November, seconded by Director Jones, carried unanimously.

c. Ratification of the November 2013 Bills

The Board reviewed the November 2013 bills. President Storey commented that she has noticed that every month the utility bills are coded wrong. She has spoken to Phil about getting these correct. She commented that someone is not watching this coding closely enough and it's just causing more work. She is catching it on the utilities, but she is wondering if other line items are being coded wrong. Vice President Gourley made a motion to accept the bills for November, seconded by Secretary-Treasurer Ludlow, carried unanimously.

d. Fiscal Analysis

Interim Fire Chief Spradley reported that he and Phil have done some financial projections using the October 2013 financials. He would like to know what the Director's expectations are on this report. Would they like to see it in a PowerPoint Presentation or on paper? Would they like monthly or quarterly reports? The Board would like to see a report in January 2014, through December 2013. Then they would like to see it quarterly after that. They also agreed that handouts would be fine. These would be one-year projections and three-year projections.

e. November EMS Billing Report

Phil Hull reviewed the EMS Billing Report. He addressed the amount of money written off that has been sent to collections. This was a result of previous discussions with Mr. Moody. This money is still at collections, but is no longer carried on the books. In the future, any accounts turned over to collections will be written off. If money is collected, these accounts will be reinstated in the Ambulance Billing software. President Storey asked why the Ambulance Billing Specialist is not making a daily deposit. Phil reported that Ambulance Billing payments go to a PO Box at the post office, which the Billing Specialist checks several times a week. She then posts the money to the appropriate accounts and creates a deposit. Chief Keady takes these deposits to the bank on a regular basis. This is part of the segregation of duties suggested by Mr. Moody.

There was a discussion about the Ambulance Billing Specialist doing in-house collections. More research will have to be done regarding laws and training before moving forward with any type of in-

house collections. Phil also reported that Ambulance Billing used to be a two-person operation and there is now currently one person doing all of the work.

7. Old Business

There was no Old Business.

8. New Business

a. President Storey asked the other Directors how they felt about putting a Levy on the May ballot for the purchase of new fire engines. She has asked Chief Spradley and Phil to research the cost of putting this on the ballot and how much it would cost the tax payer to get money for one engine or two engines. Director Ludlow stated that he is opposed to going out for a levy unless we have established Standards of Service. Chief Spradley added that having a completed Standards of Coverage study could tie into this subject. The other Directors agreed that they did not feel the voters would pass a levy. Chief Spradley indicated that he has budgeted for this Standards of Coverage in the financial projections he and Phil have been working on and feels confident that the Standards of Coverage can be done during this fiscal year.

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

b. Authorize Interim Fire Chief Spradley to sign a contract with Klamath Energy LLC for the purpose of providing emergency services to the Klamath Cogeneration Facility for 2014 & 2015 calendar years.

Vice President Gourley made a motion to authorize Interim Fire Chief Spradley to sign a contract with Klamath Energy LLC for the purpose of providing emergency services to the Klamath Cogeneration Facility for 2014 & 2015 calendar years, 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. Informational Reports

Administration

a. November Web Site Statistics

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

b. Thank You Letter(s) Received

There was a thank you note from a family who received one of the Thanksgiving dinners purchased and delivered by the Fire District employees.

c. Interim Fire Chief's Community Activity Memo

Chief Spradley reviewed his monthly activity memorandum. President Storey commended him on reaching his 25-years of service. Chief Spradley gave a summary on the recent cold snap and the rash of calls associated with that weather. There have been several structure fires over the past couple of weeks. He reported that the Fire District has submitted an Assistance to Firefighters Grant for exercise equipment and Peer Fitness Training. Chief Spradley has met with Commissioner Bellet in regards to the Wocus property. He will follow-up with Sheriff Skrah when he returns from the police academy. The Administrative Staff has been working on updating the Board Policies. In addition they are working on updating all Administrative job descriptions.

d. Other reports of the Interim Fire Chief

Chief Spradley reported that the Wocus and Homedale properties are still getting views on the Caldwell Banker web site. He also reported that he has been contacted from the Herald and News regarding their end-of-year review article. He has been given three questions to answer regarding the Fire District.

Operations

a. Incident Activity through November 30, 2013

The call volume continues to be slightly less than 2012. This past couple of weeks of calls may increase the final number to very near last year's totals.

Training/Ambulance

a. December Training Calendar

The Board reviewed the December Training calendar.

b. November Training Statistics

There were 792.75 hours of training completed during the month of November.

c. Training Chief Community Activity Memo

Chief Keady was not present at the meeting. President Storey had a few questions on his report that the others in attendance were able to answer.

Prevention

a. Fire Marshal Community Activity Memo

Chief Rice presented his monthly activity memorandum. He reported that he has responded to several fire investigations over the past couple of weeks. In addition, crews have been responding to numerous automatic alarms going off due to broken sprinkler pipes.

10. Adjourn to Executive session

The Board adjourned to Executive Session at 8:27pm.

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 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.

12. Reconvene to Regular Session for Board decision on Grievance 13-06

The Board reconvened to Regular Session at 9:30pm.

President Storey amended the agenda to also address Grievance 13-04 and discussion of Directors visiting the stations. Vice President Gourley made a motion to accept the amended agenda, seconded by Secretary-Treasurer Ludlow, carried unanimously.

Vice President Gourley made a motion to deny Grievance 13-06, seconded by Secretary-Treasurer Ludlow, carried unanimously. Attorney Hedlund will draft a letter to the Union.

In regards to Grievance 13-04, Vice President Gourley made a motion to amend the HRA to include the ODS, seconded by Secretary-Treasurer Ludlow, carried unanimously.

The Directors discussed visiting each of the stations over the next week to discuss the hiring of a new Fire Chief. President Storey will visit A Shift, Director Jones will visit B Shift, and Director Thomas will visit C Shift.

The Board will tentatively schedule a Special Meeting at 5:00pm on Thursday, January 2nd.

13. Adjourn

The Board adjourned at 9:35pm.

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, January 15, 2014 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR