

**Board of Directors  
Minutes**

**Regular Meeting**

**January 15, 2014**

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 amended the agenda to add item 8b. Request for Turnout Purchase. Vice President Gourley made a motion to accept the amended agenda, seconded by Director Jones, carried unanimously.

**4. Public Comments**

Jim Hunter, a citizen of Fire District No. 1, talked briefly to the Directors about the hiring of a new Fire Chief. He commented that he has had the opportunity to work very closely with Interim Fire Chief John Spradley. They have worked together both as responders and in the Administrative capacity. He honestly believes, in his personal opinion, that Chief Spradley is the viable candidate. He would like the Board to consider what he has done in the Interim and what he has done in his time as an administrator with Fire District No. 1. He believes that Chief Spradley is ingrained in this community. In addition, promoting from within will save the Fire District a lot of money. He firmly believes that Chief Spradley will make a fine Fire Chief. Director Jones asked Jim Hunter if he was appointed to the position of Police Chief. Chief Hunter commented that he was appointed by the city manager and city council. Chief Hunter then went on to say that he has had the opportunity to sit with Chief Spradley on several different boards and committees and he seems to be very likable. He has never seen a knee-jerk reaction from Chief Spradley, which is important when dealing with personnel and the union.

Andy Hoskins, Captain with Klamath County Fire District No. 1, commented that he appreciated the Board of Directors coming around and talking with all the employees about the Fire Chief's position process. He appreciated the Board requesting input from the employees. It made the employees feel valuable in the process. He hopes that the input they received will be part of the Board's decision.

**5. Approval of Minutes**

**a. December 18<sup>th</sup> Regular Meeting Minutes**

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

## **b. January 2<sup>nd</sup> Special Meeting Minutes**

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

## **6. Financial Reports**

### **a. December 2013 Report**

Phil Hull presented the December 2013 Financial Report. He reported that Revenue for the fiscal year is currently at 81% and Expenditures are at 51.1%, at 50% of the way through the fiscal year. The Directors had a few questions on the Revenue that Phil was able to answer. Phil continued on through the Expenditures by Division. The Operations Division is currently at 49.7%, Prevention is at 49.9%, Administration is at 52.5%, Training is at 25.8%, and Hazardous Materials is at 26.3%. President Storey asked if the HRA VEBA line item was going to go over the projected budget. Phil commented that the bulk of this item was paid in December, with a couple of smaller payments left during this fiscal year. It is possible that it may go over budget. Phil commented that he continues to bill the Sheriff's office for the Wocus Road Station utilities. Phil answered the Board's questions as they reviewed the monthly financials. Vice President Gourley made a motion to accept the Financial Report for the month of December, seconded by Director Jones, carried unanimously.

### **b. Fiscal Analysis**

Chief Spradley and Phil reviewed a Fiscal Analysis for the first six months of the Fiscal Year. Phil handed out and described the spreadsheet that he and Chief Spradley created to track expenditures compared to the budgeted figures, along with the year-end projections. Phil will send a PDF copy of the spreadsheet to Secretary-Treasurer Ludlow. After reviewing the document, President Storey commented that it was a very good report and she sees it as something that will be reported to the Budget Committee as well.

### **c. December EMS Billing Report**

Chief Keady reviewed the December EMS Billing Report. He reported that he listened to the December Board meeting recording and provided the Board with answers to their questions from that meeting. There were additional discussions on this month's report that Chief Keady addressed.

### **d. Ratification of the December 2013 Bills**

The Board reviewed the bills for the month of December. President Storey commented that she had already spoken to Phil regarding her questions. Vice President Gourley made a motion to accept the bills for December, seconded by Director Thomas, carried unanimously.

Phil then reported on what he found out about moving the Fire District's bank accounts to a different banking institution. He commented that the Fire District is not required to do a Request for Proposal for banking services. Phil passed around paperwork from US Bank regarding the services they offer. Vice President Gourley made a motion to transfer the Fire District bank accounts from Washington Federal to US Bank, seconded by Director Jones, carried unanimously.

## **7. Old Business**

There was no old business.

## **8. New Business**

### **a. Discussion of filling the Fire Chief Position**

President Storey reported that members of the Board of Directors went out and talked with the three shifts and the administrative staff regarding the process of filling the Fire Chief's position. She felt the

general conclusion was that almost everyone was in favor of appointing Interim Chief Spradley to the position. The Board discussed going out to test for a new Fire Chief, but in the end someone might test very well but their heart wouldn't be in it for the Fire District. The information that she received was overwhelming as far as Chief Spradley's dedication and abilities.

Director Jones commented that there was no doubt in a lot of people's minds that Chief Spradley has the abilities to perform as the Fire Chief, but at the same time, Director Jones does not feel the Board should bind itself without even looking at other options and making sure that they end up with the best for the Fire District.

Vice President Gourley disagreed with spending the money to open the process. He felt that there are no guarantees. Vice President Gourley stated that he understood everyone's concerns, but his feeling is the sooner the Fire District gets a Fire Chief the better. He does not want to spend the time and expense of going out, advertising and conducting assessment centers. He feels it is better for the Fire District and the community to have a Fire Chief as soon as possible.

Secretary-Treasurer Ludlow added that he had a tendency to agree with Director Jones, that while he thinks Chief Spradley would do a great job, there is a part of him that says the Fire District should go out and survey the market. He feels that the Board owes it to the community to go out and look.

Director Thomas commented that he is comfortable with Chief Spradley being appointed the new Fire Chief. He would also be comfortable if the Fire District decided to advertise the position through professional journals. He is adamantly opposed to hiring an outside firm to do any work for the process.

President Storey called for a motion to either advertise for the position, or to start contract negotiations with Chief Spradley for the position. Vice President Gourley made a motion to begin contract negotiations with Chief Spradley for the position, seconded by Secretary-Treasurer Ludlow. The vote was in favor: President Storey, Vice President Gourley, Secretary-Treasurer Ludlow, Director Thomas; no opposed; Director Jones did not vote. The motion carried.

President Storey then asked Interim Fire Chief Spradley if he wanted the job. Chief Spradley replied that he would be honored to do the job, but he is hesitant to take the position with split Board support. He would only want to enter into the position with 100% support from the Board of Directors. Director Jones indicated that he supports Chief Spradley 100% as the Fire Chief, with no doubts in his mind. The rest of the Directors also indicated that they support Chief Spradley. With that, Chief Spradley told the Board that they have his full commitment to meeting, and hopefully exceeding, the Board's expectations.

Attorney Hedlund suggested that two Board members volunteer to work with him and Chief Spradley on negotiating a contract before the next Board meeting. President Storey and Vice President Gourley will work with them on this.

*Director Jones left the meeting at 8:03pm.*

#### **b. Request for Turnout Purchase**

Chief Spradley presented a memorandum from Battalion Chief Riblett for purchasing seven sets of new turnouts. The costs for these turnouts was provide by Captain McGee, who oversees repairs and maintenance on the turnouts. This item was budgeted for this year, and the replacement of turnouts that

can no longer be certified is mission critical. Vice President Gourley made a motion to purchase seven sets of turnouts for a total price of \$12,523.00, seconded by Director Thomas, carried unanimously.

## **9. Informational Reports**

### **Administration**

#### **a. December Web Site Statistics**

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

#### **b. Thank You Letter(s) Received**

Chief Marljar from Douglas County Fire District No. 2 sent a thank you letter for allowing Captain Brian Brink to participate as an evaluator in their recent Captain's promotional process.

President Storey commented that she thoroughly enjoyed the visit she had with Captain Brink. She told him that he had a lot of information that was useful.

#### **c. Interim Fire Chief's Community Activity Memo**

Chief Spradley presented his monthly activity report. Work continues on revising the Board Policy Manual, as well as the creation of a new HR Manual. Non-represented personnel are all working on reviewing and revising their job descriptions. Over the past month, Chief Spradley has met with the Klamath County Republican Women's group, with Sheriff Skrah regarding the Wocus Road property, and with Elsie Warren regarding the selection of the Warren Award winner for 2013.

#### **d. Other reports of the Interim Fire Chief**

Chief Spradley reported that the Board Policy Manual Draft has gone to Attorney Hedlund for legal review. Chief Spradley will be getting draft notebooks to each Board member before the next meeting. He would like to move forward with a work session after all the members have a chance to review the changes/updates.

Chief Spradley commented that he would like to get started on the Standards of Cover study. He plans to hold a meeting between Labor and Management to review the Memo of Understanding regarding this study. Chief Spradley asked if there were two Board members that would like to attend this meeting. Director Thomas and Secretary-Treasurer Ludlow would be available to attend.

### **Operations**

#### **a. Incident Activity through December 31, 2013**

Chief Spradley reports that 2012 had the highest number of runs for the Fire District. 2013 was second with 130 less runs. He could not indicate any type of trend for the calls over the past year.

### **Training/Ambulance**

#### **a. January Training Calendar**

The Board reviewed the training calendar for January.

#### **b. December Training Statistics**

In December, actual training hours exceed the projected amount of training scheduled.

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

Chief Keady presented his monthly activity memo. President Storey had a few questions regarding items on Chief Keady's report, which he was able to answer.

**Prevention**

**a. Fire Marshal Community Activity Memo**

Chief Rice reviewed his monthly memo. He pointed out several items on the memo that he elaborated on for the Board.

**10. Adjourn to Executive session**

The Board adjourned to Executive Session at 8:28pm.

**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, under section 192.660 (2) (e) real property transactions, 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, February 19, 2014 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**