

**Board of Directors
Minutes**

Regular Meeting

April 23, 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
Dennis Thomas, Director
Mike Jones, 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

Fire Chief Spradley amended the agenda to change item 8a. *Adoption of Board Policies to Appointment of a Director to the Insurance Committee*. He also added Executive Session Under section 192.660 (2) (e) real property transactions. Vice President Gourley made a motion to approve the amended agenda, seconded by Secretary-Treasurer Ludlow, carried unanimously.

4. Public Comments

There were no public comments.

5. Approval of Minutes

a. March 19th Regular Meeting Minutes

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

b. April 3rd Work Session Minutes

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

6. Financial Reports

a. Quarterly Fiscal Analysis

Chief Spradley and Finance Officer Phil Hull presented the quarterly fiscal analysis through March of 2014. Phil asked the Board what they would like to see in the report. Secretary-Treasurer Ludlow suggested breaking it down by quarter instead of by month. The rest of the Board agreed with this. Phil made a note and then continued through the analysis, answering various questions during the review.

b. March 2014 Report

Phil reviewed the March 2014 financial report. He reported that Cash Revenue is tracking better than this time last year. Total Revenue is at 88.6% and Expenditures are at 73%, at 75% of the way through the fiscal year. The Board did not have any questions on this month's report. Vice President Gourley made a motion to accept the March 2014 Financial Report, seconded by Secretary-Treasurer Ludlow, carried unanimously.

c. Ratification of March 2014 Bills

President Storey indicated she had received answers for her questions regarding the March bills. Vice President Gourley made a motion to ratify the March 2014 bills, seconded by Secretary-Treasurer Ludlow, carried unanimously.

d. Appointment of Budget Committee member

President Storey made a motion to appoint Richard Schuster to the Budget Committee for a three-year term, seconded by Vice President Gourley, carried unanimously.

e. March EMS Billing Report

Chief Keady presented the EMS Billing report. Director Jones commented that he met with Chief Keady and Lead Ambulance Billing Specialist Nikki Hirschbock to review the billing process. After that meeting, he is confident with the operation that is going on in the Billing department. He was very impressed with all the things that Nikki has implemented. Vice President Gourley made a motion to accept the March EMS Billing report, seconded by Secretary-Treasurer Ludlow, carried unanimously.

7. Old Business

There was no Old Business.

8. New Business

a. Appointment of a Director to the Insurance Committee

Chief Spradley reported that the Board needs to appoint a member to serve on the Insurance Committee. The next meeting for the committee is Monday, April 28th at 1:30pm. Director Thomas made a motion to appoint Secretary-Treasurer Ludlow, seconded by Vice President Gourley, carried unanimously.

b. Approval to hire a Contractor for a Fire District Evaluation/Study

Chief Spradley reported that the Fire District received back two quotes from interested consultants and two additional consultants replied they would not be supplying a quote. The committee held a meeting to review the quotes. The committee is recommending Emergency Services Consulting International. Vice President Gourley made a motion to select Emergency Services Consulting International, with a not to exceed price of \$40,000, seconded by Secretary-Treasurer Ludlow, carried unanimously.

c. Acceptance of the AFG Wellness & Fitness Grant

Chief Spradley reported that the Fire District has received an approval letter from FEMA regarding an Assistance to Firefighters Grant to purchase new exercise equipment and train three firefighters to the Peer Fitness Trainer certification. This will help to meet the intent of the Wellness and Fitness initiative in the Collective Bargaining Agreement. The total of the grant is \$76,858, with the Fire District responsible for 10% share of the overall costs. Fire Chief Spradley recommended that the Board of Directors accept this grant. Vice President Gourley made a motion to accept the grant, seconded by Director Jones, carried unanimously.

d. Schedule Board of Directors training

Stacy Brainard reported that the Board of Directors members are required to attend an annual training in order to receive a Best Practices discount. The Board will hold a training session for one hour prior to the May and June 2014 Board meetings to conduct this training.

9. Informational Reports

Administration

a. March Web Site Statistics

Chief Spradley reported that he is working with Celeste Aldinger to make updates on the Fire District web site.

b. Thank You Letter(s) Received

The Fire District received a thank you letter for the training Burn to Learn. Battalion Chief Riblett gave a brief update on the Burn to Learn. The Directors commented that they might like to attend a Burn to Learn. Chief Spradley will let them know when the next one gets scheduled.

c. Fire Chief's Community Activity Memo

Chief Spradley presented his monthly report. He reviewed a few items on that report. Budgeting has taken up a lot of time this past month. Chief Spradley and BC Riblett gave a brief report on the Operation Prom Night program held on April 10th. Chief Spradley commended Firefighter Leon Spiesschaert for all his work on this program. Chief Spradley also reported that two new firefighters will begin on May 1st.

d. Other reports of the Fire Chief

Chief Spradley reminded the Board of the work session to review the updated Board Policies scheduled for Monday, April 28th at 5:30pm, at the Central Fire Station.

Operations

a. Incident Activity through March 31, 2014

The Board reviewed the Incident Activity Report through March. Chief Spradley reported that call volume is slightly lower than this time last year.

Training/Ambulance

a. April Training Calendar

The Board reviewed the Training Calendar for the month of April.

b. March Training Statistics

Actual training hours for the month of March exceeded the projected amount.

c. Training Chief Community Activity Memo

Chief Keady presented his monthly activity memo. The Board did not have any questions regarding his report. Chief Keady also gave a brief report on the Incident Management Teams training that a few of the staff will be participating in.

Prevention

a. Fire Marshal Community Activity Memo

Chief Rice presented his monthly report. He gave a brief report on the Henley Elementary School project. He also reported back to the Board on the Urban Renewal for the City.

10. Adjourn to Executive session

The Board adjourned to Executive Session at 8:16pm.

11. Executive Session: *Under section 192.660 (2) (e) real property transactions.*

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, May 21, 2014 at 7:00 PM. The Board will have training beginning at 6:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR