

**Board of Directors
Minutes**

Regular Meeting

August 20, 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.

1. Call Meeting to Order

President Storey called the meeting to order at 7:03pm.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Roll Call of Directors

Stacy Brainard took roll call of the Directors.

Members Present: Gloria Storey, President
Dennis Thomas, Secretary-Treasurer
Tom Ludlow, Director (by phone)

Members Absent: Bill Gourley, Vice President
Mike Jones, Director

4. Approval of the Agenda

President Storey requested that a second Public Comment agenda item be added permanently at the end of the meeting prior to adjournment. Stacy will add this beginning next meeting. Fire Chief Spradley added Executive Session Under section 192.660 (2) (e) real property transactions. Secretary-Treasurer Thomas made a motion to approve the amended agenda, seconded by Director Ludlow, carried unanimously.

5. Public Comments

There were no public comments.

6. Approval of Minutes

a. July 16th Regular Session Minutes

Secretary-Treasurer Thomas made a motion to accept the minutes, seconded by President Storey, carried unanimously from those present at the July 16th Regular meeting.

7. Financial Reports

a. July 2014 Report

Phil Hull presented the July financial report. At 8% of the way through the fiscal year, Revenue is at 2.6% and Expenditures are at 6.9%. Phil continued through the report by division. President Storey had several questions on the expenditures, which Phil was able to answer. Phil also reported on some unanticipated revenue that the Fire District has received. Phil and Chief Spradley have been working with FEMA to close out the SAFER Grant. The Fire District has received \$117,022.50 since July 1, 2014. Phil is anticipating another \$20,000 to \$25,000 more before the grant is finalized. In addition, the Fire District received an \$11,602.71 dividend from the Special District's Insurance Services. This equals approximately \$150,000 that was not budgeted for. Secretary-Treasurer Thomas made a motion to accept the June 2014 Financial report, seconded by Director Ludlow, carried unanimously.

b. Ratification of July 2014 Bills

President Storey reported that she had spoken with Phil previously and had her questions answered. Director Ludlow made a motion to ratify the July bills, seconded by Secretary-Treasurer Thomas, carried unanimously.

c. July EMS Billing Report

Chief Keady presented his July EMS Billing report. He reported that revenue for the first month of the fiscal year was \$125,983.18. Secretary-Treasurer Thomas made a motion to accept the July EMS Billing report, seconded by Director Ludlow, carried unanimously.

8. Old Business

a. Update on Fire District Evaluation

Chief Spradley reported that Emergency Services Consulting International has forwarded the results of the preliminary data tables and stakeholder interviews to the Fire District. The project team met to review this information and make a few corrections. Chief Spradley reported that, so far, the biggest challenge with the process has been to keep it moving forward in light of the fact that the process does not follow every requirement in the MOU with local 890 related to Station 1. ESCI is progressing on with the evaluation and Chief Spradley is expecting a report towards the end of September.

9. New Business

a. Approval for paving at Station 2, and asphalt repairs at Stations 4 and 5

Chief Spradley presented two informal quotes for paving at Station 2 and asphalt repairs at Stations 4 and 5. He reported that this is critical to get this done in the next month or two, due to the weather time frame available. Not knowing how much this would cost, the original amount budgeted in Operations Capital Outlay was \$25,000. After receiving the quotes, Chief Spradley reported that the total amount for projects at all three stations is going to be closer to \$55,000. Due to the unanticipated revenue that the Fire District has received so far this fiscal year, he is asking the Board for authorization to continue forward with this project. Chief Spradley reported that the Station 2 asphalt has completely deteriorated in front of the bay. In addition, the back pad is also completely deteriorated, but it is not to the point where it is a safety hazard. If the cracks at Station 4 and Station 5 are not sealed then the asphalt is going to get worse and cost a lot more in the future to fix. Station 4 and Station 5 are more preventative maintenance projects. Director Ludlow made a motion to approve the contract with Webb Asphalt for the front asphalt only at a total cost of \$44,300, seconded by Secretary-Treasurer Thomas, carried unanimously. Secretary-Treasurer Thomas made a motion to approve the contract with Rocky Mountain Construction for the asphalt sealing at Station 4 for a total cost of \$4,597, seconded by Director Ludlow, carried unanimously. Director Ludlow made a motion to approve the contract with Rocky Mountain Construction for the asphalt sealing at Station 5 for a total cost of \$5,444, seconded by Secretary-Treasurer Thomas, carried unanimously. Chief Spradley added that we will need to budget for the replacement of the back pad at Station 2 next year.

b. Adopt Revised Board Policies

Chief Spradley reported that a few of the Board Policies have been submitted for revisions based on the Fire District audit Corrective Action Plan and the SDAO Best Practices program.

i. 6.6 Purchasing Authorization

Director Ludlow made a motion to revise Board Policy 6.6 Purchasing Authorization to include the Relative Information *All procurement contracts will include suspension and debarment language in order to ensure compliance with all federally funded projects.*, seconded by Secretary-Treasurer Thomas, carried unanimously.

ii. 6.7 Contract Review and Purchasing

Director Ludlow made a motion to revise Board Policy 6.7 Purchasing Authorization to include the Relative Information *For items purchased using grant funds, appropriate review of all grant related*

filing will occur on a timely basis to ensure accuracy, completeness, and time reporting., seconded by Secretary-Treasurer Thomas, carried unanimously.

iii. 7.3 Legal Counsel

Director Ludlow made a motion to revise Board Policy 7.3 Legal Counsel to include the Relative Information *Fire District No. 1 will seek qualified legal advice before any major decision that could lead to a lawsuit. In addition, Fire District No. 1 will not terminate an employee without prior legal advice.*, seconded by Secretary-Treasurer Thomas, carried unanimously.

iv. 7.4 Public Records Access

Secretary-Treasurer Thomas made a motion to revise Board Policy 7.4 Public Record Access to include the Relative Information *Fire District No. 1 will comply with all State and Federal Records Retention laws, and maintain records for the maximum amount of time per these laws.*, seconded by Director Ludlow, carried unanimously.

10. Informational Reports

Administration

a. July Web Site Statistics

The Board reviewed the July web site activity.

b. Fire Chief's Community Activity Memo

Chief Spradley presented his monthly activity report. President Storey had questions regarding annexations and water supply. Chief Spradley reported he had met with both the City Community Development Director, Sandra Fox, and Fire Chief Haugen from Fire District No. 4 related to properties annexing into the city that are currently in Fire District No. 4 areas that are bordering Fire District No. 1. In review of, and based on, the previous court case, annexations into the city in areas covered by Fire District No. 4 will remain Fire District No.4, unless the property owners request to withdraw from Fire District No. 4. In addition, Chief Spradley attended the Planning Commission meeting and provided neutral testimony on the pending annexation; however, he did request that the city look into improving firefighting water supply in Fire District No. 1's area south of Hwy 66.

Chief Spradley also reported on the larger wildland fires in the area this summer. There is a possibility of being reimbursed from FEMA for up to 75% of the Fire District's response costs to the Moccasin Hills Fire in Sprague River.

c. Other reports of the Fire Chief

Chief Spradley reported that he has been working with the Tax Assessor on properties inside of the Fire District boundaries to identify any that are not paying taxes. In addition, Chief Spradley has made visits to most of the stations in the past month. He commented that the crews are working hard to save money. He pointed out that Firefighter David Chung is working on a grant to purchase new air monitors for the apparatus.

Operations

a. Incident Activity through July 31, 2014

The Board reviewed the Incident Activity report through the end of July. Call volume continues to be higher than this time last year.

Training/Ambulance

a. August Training Calendar

President Storey asked what the Booming on the Lake class was. Chief Keady reported that this was a scheduled training with the HazMat team, using the Sheriff's boats to deploy booms out on the lake. This training did not actually happen due to an actual HazMat call that occurred at the same time.

b. July Training Statistics

The amount of “Actual” training hours was less than “Projected” training hours for the month of July.

c. Training Chief Community Activity Memo

Chief Keady presented his monthly activity memo. President Storey had several questions regarding this report that Chief Keady was able to clarify. In addition, Chief Keady reported that Fire District No. 1 has received formal notification that Emergency Airlift has been sold to Med-Trans. This company runs several other air ambulance services throughout Oregon.

Prevention

a. Fire Marshal Community Activity Memo

Chief Rice presented his monthly reported. He commented on a few items. In addition, he reported that he attended funeral services on July 26th, for Gaylon Couch in Grants Pass.

11. Adjourn to Executive Session

Secretary-Treasurer Thomas made a motion to adjourn to Executive Session at 8:10pm, seconded by Director Ludlow, carried unanimously.

12. 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, September 24, 2014 at 7:00 PM. NOTE: This meeting has been moved back one week due to a FEMA scheduled training on September 17, 2014.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR