

**Board of Directors  
Minutes**

**Regular Meeting**

**October 22, 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 7:00pm.

**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  
Mike Jones, Director  
Tom Ludlow, Director

**Members Absent:**

Bill Gourley, Vice President

**4. Approval of the Agenda**

Secretary-Treasurer Thomas made a motion to approve the agenda, seconded by Director Ludlow, carried unanimously.

**5. Public Comments**

There were no public comments.

**6. Public Hearing**

**a. Ordinance 14-01 Fees for Service**

Director Jones made a motion to read Ordinance 14-01 Fees for Service by title only, seconded by Director Ludlow. Stacy Brainard read the Ordinance by title only. This is an Ordinance to establish the amount of certain fees charged by Klamath County Fire District No. 1 for various services including but not limited to Emergency Medical Response, Highway Assistance, Suppression Billing, Firemed, Standby, Public Records, and Fire Prevention; and to provide the effective date hereof. There were no public comments during this hearing. The Board of Directors discussed the establishment of the fees. Some are current fees, some are current fees that have been increased, and some are new fees that Fire District is allowed to charge for. Fire Chief Spradley, Division Chief Keady, and Fire Marshal Rice each discussed how the various rates were established.

The second public hearing for Ordinance 14-01 will be at 7:00pm on Wednesday, November 19, 2014.

**7. Approval of Minutes**

**a. September 24<sup>th</sup> Regular Session Minutes**

Director Ludlow made a motion to accept the minutes, seconded by Secretary-Treasurer Thomas, carried unanimously.

## **8. Financial Reports**

### **a. September 2014 Report**

Phil Hull presented the September report. He reported that Revenue is at 7% and Expenditures are at 26.6%. Director Ludlow asked if the Fire District is currently borrowing money to cover the shortfall until taxes come in. Phil indicated that the outstanding loan balance is \$2,397,000. Phil continued through the report, answering questions as they were asked. Director Ludlow made a motion to accept the September 2014 Financial report, seconded by Director Jones, carried unanimously.

### **b. Ratification of September 2014 Bills**

President Storey explained some checks paid to Atrio for ambulance billing reimbursements. Director Jones made a motion to ratify the September bills, seconded by Director Ludlow, carried unanimously.

### **c. September EMS Billing Report**

Chief Keady reviewed the EMS Billing report for the month. He reported that the billing department did sit down with the auditor last month and the auditor was happy with the process and how the billing is going. Chief Keady also reported that he and Phil are looking at different ways to record the revenue that ends up being reimbursed so that the monthly reports are a truer picture of what is coming in. Director Ludlow had several questions on the Medicare billing process and the revenue received from that. Chief Keady made some notes on updating the format of the monthly report to show how much is billed to Medicare. Secretary-Treasurer Thomas made a motion to accept the September EMS Billing report, seconded by Director Ludlow, carried unanimously.

## **9. Old Business**

### **a. Update on Fire District Evaluation**

Chief Spradley reported that the project team met and reviewed a draft report from Emergency Services Consulting International. Comments from that meeting were sent back to ESCI. Chief Spradley expects to receive the final report around November 7<sup>th</sup>. He will forward copies of the final report to the Board members prior to ESCI's presentation of their findings. The Board agreed that 9:00am on November 24<sup>th</sup> would be the best time for ESCI to come down and give their presentation.

## **10. New Business**

### **a. Resolution 14-03 Adopting the Model Public Contract Rules**

Director Jones made a motion to read Resolution 14-03 by title only, seconded by Secretary-Treasurer Thomas, carried unanimously. Stacy Brainard read the resolution by title. This is a Resolution adopting additional rules, exemptions, and exceptions to the 2010 Attorney General's Model Public Contract Rules. Director Jones made a motion to accept Resolution 14-03, seconded by Secretary-Treasurer Thomas, carried unanimously.

### **b. Review and Approve the SDAO Best Practices Survey**

The Board reviewed the SDAO Better and Best Practices Checklist. This checklist has far improved with the implementation of the new Board policies. President Storey had a few questions on the checklist. Secretary-Treasurer Thomas made a motion to approve the SDAO Best Practices Survey, seconded by Director Ludlow, carried unanimously.

### **c. Appointment of a Board member to the Foundation Board of Trustees**

Stacy Brainard reported that the position on the Foundation Board of Trustees currently held by Director Jones is up for reappointment. Director Jones indicated that he would like to participate for another two years. Secretary-Treasurer Thomas made a motion to appoint Director Jones to the Foundation Board of Trustees, seconded by Director Ludlow, carried unanimously.

## **11. Informational Reports**

### **Administration**

#### **a. September Web Site Statistics**

Chief Spradley reported that I.T. Specialist Celeste Aldinger is working on putting together a social media plan for the near future. He also reported that Celeste is doing research towards applying for mobile data terminals through the Assistance to Firefighter Grant Program.

#### **b. Thank You Letters**

Chief Spradley received a thank you letter for his assistance with the Deputy Chief of Operations testing process held at Jackson County Fire District 3 in September.

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

Chief Spradley gave his monthly report to the Board. He elaborated on a few of the items on his report. The auditors were here at the beginning of October for about a week and a half. Overall this year's audit went pretty smooth. The Fire District continues to move forward with negotiating EMS only positions. In addition, the Battalion Chief Promotional Examination was conducted and the eligibility list consists of 1. Captain Toni Brimmer and 2. Captain Andy Hoskins.

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

Chief Spradley reported that Elsie Warren passed away on October 18<sup>th</sup>. Her service will be held on Thursday, October 30<sup>th</sup>, at the Klamath Assembly of God. Chief Spradley also reported that he will be out on vacation from October 23<sup>rd</sup> to November 6<sup>th</sup>.

### **Operations**

#### **a. Incident Activity through September 30, 2014**

Chief Spradley reported that call volume continues to increase. He is predicting to end the year slightly over 6,000 calls.

### **Training/Ambulance**

#### **a. October Training Calendar**

The Board reviewed the training calendar for the month of October.

#### **b. September Training Statistics**

The total number of training hours for the month of September was 449.75.

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

Chief Keady presented his monthly report. President Storey had several questions as Chief Keady gave his report. In addition, Chief Keady briefed the directors on the current response plan for an Ebola patient. These response plans are ever-changing as more information becomes available.

### **Prevention**

#### **a. Fire Marshal Community Activity Memo**

Fire Marshal Rice presented his monthly report. He gave an update on arrests for the last three arson fires. He also reported that several of the local high schools have had bonfires as part of their homecoming activities. Chief Rice provided the Board with a report from the State Fire Marshal's office on juvenile fires. Fire District No. 1 is one of only 21 agencies in the state that provides statistics on youth fires in Oregon.

**12. Public Comment**

President Storey commented that she would like the staff to look into putting on a community preparedness program. Medford Fire and Rescue has a similar program that they put on for \$10 a person. In addition, Medford Fire and Rescue has a high school program where students who are interested in the fire service come and spend a Saturday at a station. She feels this would be a positive program for Fire District line personnel to do. She would like to see more community oriented positive programs.

**13. Adjourn to Executive Session**

Director Ludlow made a motion to adjourn to Executive Session, seconded by Secretary-Treasurer Thomas, carried unanimously. The Board adjourned at 8:35pm.

**14. 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 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, November 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**