

**Board of Directors  
Minutes**

**Regular Meeting**

**April 15, 2015**

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**

Fire Chief Spradley took roll call of the Directors:

**Members Present:** Gloria Storey, President  
Bill Gourley, Vice President  
Dennis Thomas, Secretary-Treasurer

**Members Absent:** Tom Ludlow, Director  
Mike Jones, Director

**4. Approval of the Agenda**

Chief Spradley amended the agenda to add item 8e. Quarterly Financial Analysis. Vice President Gourley made a motion to approve the amended agenda, seconded by Secretary-Treasurer Thomas, carried unanimously.

**5. Public Comments**

There were no public comments.

**6. Public Hearing**

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

Vice President Gourley made a motion to read the Ordinance by title only, seconded by Secretary-Treasurer Thomas, carried unanimously. 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, Standbys, Public Records, and Fire Prevention, and to provide the effective date hereof. Chief Spradley reviewed the proposed increased rates under the Emergency Medical Response section. There were no public comments.

**7. Approval of Minutes**

**a. February 18<sup>th</sup> Regular Session Minutes**

Vice President Gourley made a motion to approve the minutes, seconded by Secretary-Treasurer Thomas, carried unanimously.

## **8. Financial Reports**

### **a. March 2015 Report**

Phil Hull presented the monthly financial report. He gave a brief report on the status of switching the bank accounts over to US Bank. Phil continued through the report. Current Revenue is at 92.5% and Expenditures are at 74.1% at 75% of the way through the fiscal year. President Storey asked if the Fire District still anticipated receiving the budgeted amount for EMS Medical Revenue. Chief Spradley feels that the \$1.3 million budgeted is reachable. The Board also had a brief discussion on the overtime expenditures and budgeting for next fiscal year. After reviewing the rest of the financial report, Secretary-Treasurer Thomas made a motion to approve the March report, seconded by Vice President Gourley, carried unanimously

### **b. Ratification of February 2015 Bills**

Vice President Gourley made a motion to ratify the February bills, seconded by Secretary-Treasurer Thomas, carried unanimously

### **c. Ratification of March 2015 Bills**

Secretary-Treasurer Thomas made a motion to ratify the March bills, seconded by Vice President Gourley, carried unanimously

### **d. March EMS Billing Report**

Chief Keady was not present at the meeting so Phil answered any questions that the Board had on the EMS Billing report. Vice President Gourley made a motion to approve the EMS Billing report, seconded by Secretary-Treasurer Thomas, carried unanimously

### **e. Quarterly Financial Report**

Phil presented the quarterly financial report. The Board reviewed the actuals for the first 75% of the year and the projections for the last 25%. Vice President Gourley made a motion to accept the quarterly financial report, seconded by Secretary-Treasurer Thomas, carried unanimously

## **9. Old Business**

### **a. Report on the Potential Levy**

Chief Spradley reported that the Levy Project Team met earlier in the week. The team is still discussing what the Levy would consist of, but is coming closer on a decision. Chief Spradley reported that there is another meeting scheduled for Monday, May 4<sup>th</sup>. The Fire District is working with ZCS to look at Station 1 and the possibility of qualifying for a State Seismic Rehabilitation Grant for that station.

## **10. New Business**

### **a. Review Proposed Budget Calendar**

Chief Spradley confirmed that May 18<sup>th</sup> worked for the first meeting of the Budget Committee. A second meeting will be held on June 2<sup>nd</sup> if needed.

### **b. Appointment of Board Member to Captain's Examination Committee**

Chief Spradley reported that the Captain's Eligibility List expired April 5<sup>th</sup>. The Fire District will be moving forward with holding a Captain's Examination and, due to contractual obligations, the Board will need to appoint a member to sit on the Examination Committee. Vice President Gourley agreed to serve on this committee, as he has in the past.

**c. Appointment of Board Member to Insurance Committee**

Secretary-Treasurer Thomas agreed to sit on the Insurance Committee. The Insurance Committee is scheduled to meet on April 28<sup>th</sup> at 1:00pm.

**11. Informational Reports**

**Administration**

**a. March Web Site Statistics**

The Board reviewed the monthly statistics. Chief Spradley reported that I.T. Specialist Celeste Aldinger has completely redone the web site and the new site went live on April 15<sup>th</sup>. Chief Spradley commented that it is a significant improvement over the previous site. He commended Celeste for all of her hard work on this project.

**b. Thank You Letters Received**

The Board reviewed the thank you letters received over the past month.

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

Chief Spradley reviewed his monthly activity memo. He gave updates on several of the items on the memo. He attended the swearing in for the new City Police Chief. This past month HR Answers was in town doing the onsite HR review. Chief Spradley also reported that the Fire District has worked with Assistance to Firefighter Grants to extend the Wellness and Fitness grant period of performance so that the Fire District can use some of the grant funds to cover for overtime while personnel attend the training.

**d. Update on the Social Media Team**

Chief Spradley reported that the Social Media Team has been working really hard to improve contact with the public and increase public awareness. There seems to be a positive response so far.

**e. Other reports of the Fire Chief**

Chief Spradley reported that the HazMat Team has worked with the City of Eugene to receive \$13,500 worth of radios through a grant at a cost of just over \$800 to the Fire District. The Wocus Station septic tank has had to be replaced over the past month. This was primarily due to the age of the system. Chief Spradley also reminded the Board that SDAO will be here the morning of April 28<sup>th</sup> for a two hour informational meeting. He encouraged the Board members to attend. President Storey asked about the status of filing the Operations Chief position. Chief Spradley reported that he has had several internal meetings regarding posting the job.

**Operations**

**a. Incident Activity through March 31, 2015**

Chief Spradley reported that the run volume is up about 11%.

**Training/Ambulance**

**a. April Training Calendar**

The Board reviewed the April Training Calendar. Chief Spradley pointed out the BNSF Crude Oil class that the Fire District hosted. Over 100 students participated in this training throughout the three days. Chief Spradley also reported on the Critical Stress Management classes that Chaplain Roberts helped to plan.

**b. March Training Statistics**

The Board reviewed the training statistics for the month of March.

**c. Training Chief Community Activity Memo**

Chief Spradley gave a brief report on training that personnel have recently attended. Chief Spradley reviewed Chief Keady’s report. He provided updates on some upcoming training that will be paid for using grant funds.

**Prevention**

**a. Fire Marshal Community Activity Memo**

Chief Rice presented his monthly memo. He reported on several businesses that are either new to the area or have moved to new locations. Chief Rice is encouraging the crews to get in and look at these buildings as they have been remodeled and, even though they have the same footprint, they are completely different buildings on the inside.

**12. Public Comment**

There were no public comments.

**13. Adjourn to Executive Session**

Vice President Gourley made a motion to adjourn the Regular Board meeting, seconded by Secretary-Treasurer Thomas, carried unanimously. The Board adjourned to Executive Session at 8:33pm.

**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, under section 192.660 (2) (e) real property transactions, and under section 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, May 20, 2015 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**