

Klamath County Fire District 1

Board of Directors

Regular Meeting Minutes

Tuesday, February 21, 2017

Regular Meeting

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

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

2. Pledge of Allegiance

Vice President Gourley led the Board and attendees in the Pledge of Allegiance.

3. Roll Call of Directors

Phil Hull took roll call of the Directors:

Members Present: Bill Gourley, Vice President
Dennis Thomas, Secretary-Treasurer
Mike Jones, Director
Gene Rogers, Director

Members Absent: Gloria Storey, President

4. Approval of the Agenda

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

5. Public Comments

None

6. Approval of Minutes

a. January 17th Regular Meeting Minutes

Motion made by Director Jones to accept the minutes, seconded by Director Rogers, motion passed unanimously.

7. Financial Reports

a. January 2017 Report

Phil presented the January Financial Report. Revenue is currently at 72.8% and Expenditures are at 43.7%, through 59% of the fiscal year.

Secretary-Treasurer Thomas and Vice President Gourley noted that we are right on track for the year.

No further discussion. Motion made to accept the financial report by Secretary-Treasurer Thomas, seconded by Director Jones, motion passed unanimously.

- b. Ratification January 2017 Bills**
There was no further discussion.

Motion made by Director Jones to ratify the bills, seconded by Director Rogers, motion passed unanimously.

- c. January EMS Billing Report**
Phil Hull presented the report, noting that the Accounts Receivable Balance is off by \$1625. Staff is not certain why this is off, the Finance Office is to look at the spreadsheets to make sure there is not a calculation error and will track down the reason.

Chief Spradley noted that he is going to be taking a good look at billing. It is tracking well for the year, but there is still room for improvement. Still planning to fill a half time position in billing before July. There is considerable opportunity to improve EMS revenue due to GEMT taking effect next fiscal year.

Vice President Gourley noted that it was an anomaly to see a vehicle purchase on the report and noted that it was nice not to be in the red and moving in the right direction.

Director Thomas made a motion to accept the EMS Billing Report, seconded by Director Rogers, carried unanimously.

8. Old Business

- a. AFG Fire Engine Purchase Update**
Fire Chief Spradley updated the board that a 50% payment was made on February 15, towards the purchase of the Engine. The Manufacturer Representative was here on February 15, and met with Captain Leslie and Dave Sonneman, (Apparatus Committee and Mechanic) to go through the apparatus specifications. There were some minor changes approved that had no financial impact. Delivery is scheduled for November.

Chief Spradley mentioned that KCFD1 will contact FEMA in March to request a grant extension.

9. New Business

- a. Board Election Process – Bill Gourley & Dennis Thomas Filing & Forms.**
Chief Spradley noted that board election is coming up in May. Secretary-Treasurer has already filed. If Vice President Gourley needed forms, they were printed and available at the meeting. This item did not require action, it was informational only.

b. SAFER Grant- Board Support & Approval Letter

SAFER stands for Staffing Adequate Fire and Emergency Response Personnel. Last year we put in a joint grant with Chiloquin, Keno, and Klamath Community College. This year we have requested 3 firefighter positions from the hiring section. This grant provides 75% funding in years 1 and 2, 25% in year 3, and in year 4 we are on our own. PARC Resources was utilized to aid the agencies in writing the grant, which will cost the District approximately \$1500. We also partnered with seven (7) other departments (Chiloquin, Keno, District 4, District 3, Malin, Crescent, and Bly) in the recruitment and retention for volunteers program. Keno put in for a grant coordinator and Chiloquin put in for a trainer and the rest is to conduct physicals for all volunteers county-wide (approximately 120 volunteers), which have not previously been conducted. This also includes equipment such as turnouts and training for up to the Firefighter 2 level. Potential benefit to the District would be if the college program continues to take off, we could promote three (3) firefighters to captains for Station 5 and have a student program through the college. This way some of the training and such to be paid. The volunteer agencies are in line for this and we are supporting them. Chief has spoken with the two IAFF groups in the county and they are in support of the effort also, which could prove significant in competing for the grants.

The end result that is needed is a letter of support from the Board to add to the grant, which was already prepared and signed by the Board President in order to make the deadline. If the Board does not approve to the letter of support, it will have to be removed from the packet.

Director Rogers made a motion to approve the letter of support, seconded by Director Thomas, carried unanimously.

c. 2017 Ambulance Purchase (Board acting as a Contract Review Board)

Chief Spradley explained that in December we purchased a demo ambulance unit that is now in-service and ready. We have had problem getting units in a timely fashion. Our current fleet is falling apart. We had another 2016 lined up, but it was sold before we could commit. The quote, which is still relevant since we just did this in December for the 2016 demo model, which had mileage on it. This quote is \$2000 more than the 2016 unit and is for a brand new 2017 model. If approved, estimated delivery is June 30, 2017. Will wait to determine if the new power gurney should be included. Asking to move forward with the contract. This will be placed in service to support emergency response and inter-facility transports.

It was budgeted to purchase two (2) staff vehicles this year, which will not happen in order to help supplement this purchase.

Director Jones made a motion to approve the purchase of the 2017 Ambulance, seconded by Director Thomas, carried unanimously.

10. Informational Reports

Administration

a. Fire Chief's Community Activity Memo

The Safer Grant was due on the 10th and was completed despite the exiting of two (2) Division Chiefs.

On February 7th Fire Marshal Andresen and Chief Spradley met with local insurance agents and gave a presentation the ISO reading. Chief Spradley gave Fire Marshal Andresen accolades for putting the presentation together. The information was given to the Herald and News on the 13th. This has been a two (2) year project. Celeste has played a big role in this.

The Employee Appreciation Dinner was on February 11, 2017. Captain Simonson won the Warren Award, Captain Leslie won the Firefighter of the Year award, David Chung won the Hazmat Award, and Amy Vigallon won the EMS Award. There were 110 attendees. There was \$460 raised at the dinner between the Class A raffle and the silent auction. There was \$342 passed along to the foundation. This event came in under budget by \$48.31. The silent auction was limited based upon staffing constraints.

Erick Bishop was promoted to Battalion Chief on February 1st, Dana Nelson was promoted to Captain, and Amy Vigallon lateraled to firefighter.

b. Thank You Letters

n/a

c. Other reports of the Fire Chief

Chief Spradley introduced the new Finance/HR Assistant, Renee Blakely. She started on February 1. This position was changed from the Assistant to the Fire Chief. It adds help with Finance and cover HR, which has not happened in the past. HR has previously covered by chief officers. She had two (2) days with Chief Keady and four (4) from Chief Arbini to take over the orientation processes and the personnel officer duties. She has already had her first new employee and started a lateral testing process. The goal is to build up the admin team in order to allow the chief officers to do chief items.

Operations

a. Incident Activity through January 31, 2017

Bill Gourley noted that the second column of the report should be 2017. There were no questions.

Training/Ambulance

a. February 2017 Training Calendar

Chief Spradley praised Fire Marshall Andresen for picking this up in the absence of a Training Division Chief. He has been working with BC Brimmer to create the training calendar for March.

- b. Training Chief Community Activity Memo
Chief Keady submitted his last memo. There were no questions.

There was a discussion of how to replace Chief Keady and there will be a discussion on how to create the job description and how to make it more EMS based.

Chief Spradley commended Chief Keady on all of his hard work.

Fire Prevention

- a. Fire Marshal Chief Community Activity Memo
It was a busy month with the ISO presentation, the SAFER grant, working on some of the training items, and with bringing on a new employee. There were no questions of Chief Andresen.

11. Public Comment

None

12. Adjourn to Executive Session

Vice President Gourley adjourned to executive session at 7:53 pm. The Board did not reconvene to Regular Session.

13. Executive Session:

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. Executive Session began at 7:51 pm and concluded at 8:13 pm.

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 Tuesday, March 21, 2017 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT



SECRETARY / TREASURER

DIRECTOR

VICE-PRESIDENT



DIRECTOR

