

Klamath County Fire District 1

Board of Directors

Regular Meeting Minutes

Tuesday, March 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

President Storey called the meeting to order at 7 p.m.

2. Pledge of Allegiance

President Storey 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: Gloria Storey, President
Dennis Thomas, Secretary-Treasurer
Mike Jones, Director

Members Absent: Bill Gourley, Vice President
Gene Rogers, Director

4. Approval of the Agenda

There were two items added to the agenda in section nine (9), item D – Division Chief Recruitment Committee and item E – Insurance Committee Board Member.

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

5. Public Comments

None

6. Approval of Minutes

a. February 21, 2017, Regular Meeting Minutes

There were not enough members present to approve the February 21, 2017, Regular Meeting Minutes. This item tabled until the April 18, 2017 board meeting.

7. Financial Reports

a. February 2017, Report

Phil presented the February Financial Report. Revenue is currently at 74.9% and Expenditures are at 51.6% through 67% of the fiscal year.

President Storey had a question on the Medical Insurance showing at 77% with four (4) months to go in the year. Phil identified that funds will be reallocated as the Veba contributions are currently coming out of that line item. This misallocation is due to a payroll programming issue that needs to be fixed.

Director Jones inquired about the Overtime balance. Chief Spradley identified that the issue will be discussed later on in the agenda in regards to another topic but that in January it was just over \$21,000, February just over \$18,500 with a balance with about \$119,500 left for the remainder of the year, approximately \$30,000 available per month. Will be asking for consideration of options under another reports.

President Storey had a question on Administration Leave Payout and why it doesn't come out of the reserve fund for leave payout. Phil explained that only \$25,000 was put into reserves and \$225,000 was allocated to Operations for anticipated retirements. The total allocation for leave payout is \$250,000. Director Jones questioned if the amount in Administration was all for the exiting DCs. That was confirmed, and it was identified that career retirements are eligible for a very large payout but that the expected trend is that future payouts will be reduced. As funds become available, additional reserves will be kept for future payouts.

Chief Spradley pointed out that Training has Overtime budgeted at \$25,000, but that has been absorbed by the Operations budget.

Motion made to accept the financial report by Director Jones, seconded by Secretary-Treasurer Thomas, motion passed unanimously.

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

Motion made by Secretary-Treasurer Thomas to ratify the bills, seconded by Director Jones, motion passed unanimously.

- c. February EMS Billing Report**

Phil Hull presented the report, last month the two (2) reports were out of balance but it self-corrected. Most likely there was something in the billing software that didn't split out.

President Storey inquired about how much we have at collections. Hull was unable to provide the figure and will have to talk to Billing to find out the amount and, when it comes off the books, and when it goes to Carter Jones. There was discussion regarding the collection process, how it's reported, and the fees associated with it. Phil noted that when it goes to collections, it comes off our books and if we do collect from someone, that balance for the patient goes back on the books and show a payment as an active account. Chief Spradley noted that the temporary employee has been having good luck working the collections and that revenues are increasing.

Director Jones made a motion to accept the EMS Billing Report, seconded by Secretary-Treasurer Thomas, carried unanimously.

8. Old Business

N/A

9. New Business

a. Appoint Budget Officer

Chief Spradley identified that this is an annual formality to appoint the Fire Chief as the Budget Officer, that a motion to approve is necessary.

Motion made by Secretary-Treasurer Thomas to appoint the budget officer, seconded by Director Jones, motion passed unanimously.

b. Approve Budget Calendar

Chief Spradley explained that the calendar was created around other events going on and is informational only. The first budget meeting will be on May 23, 2017. President Storey stated that the Budget Committee needed to be asked. Chief Spradley noted he wanted to run it by the board first. President Storey noted the board does not have any issues with the dates.

Chief Spradley addressed the need to replace one (1) position and has talked with Mike Lowell in regards to the position. Unless there were other suggestions, he is interested in being appointed at the next meeting. President Storey requested that Lowell complete an application to be approved. Secretary-Treasurer Thomas inquired to who is no longer on the committee. Chief Spradley explained that Phyllis Shidler moved and needs to be replaced. He will confirm with the other members that they are still interested in being on the board.

No motion necessary.

c. 2017 Board Meeting Date Memo

President Storey approved the memo.

d. Division Chief Recruitment Committee

Chief Spradley announced that the position openings for Division Chief –Operations and Division Chief – EMS were posted on March 20, 2017, with the Fire Defense Board, Daily Dispatch, SDAO, KCFD website and Facebook page. He has also been putting the word out with other departments. He requested that a Board Member participate on the recruitment committee. Secretary-Treasurer Thomas volunteered to participate. Chief Spradley and Renee Blakely explained the job descriptions both had a substantial changes made to them with a new format and adjusted duties and requirements. The position that Monte Keady vacated has been revised to be EMS based instead of Administration and training based. Both these positions will have to work together to complete training. The dates for the position are aggressive. It is open until filled with a first review from April 17-19, 2017, for applications that are received by 4 p.m. on April 14, 2017. Telephone interviews will take place on April 19-21. On-site assessments will take place the week of May 2-4, 2017. Expect to make conditional offers on May 5, 2017, with start dates on June 15, 2017. The backgrounds will take approximately four (4) weeks to be

completed. Director Jones inquired if an individual could apply for both positions and if there were any internal interests. Chief Spradley said that there could be individuals interested in both, but not likely and that he is uncertain of internal candidates. Secretary-Treasurer Thomas asked if an individual applied for one of the positions but we wanted them for the other, if we would consider them. Chief Spradley stated that since they are both open, the person would need to apply for both positions; Renee Blakely concurred and added that we don't want to create an unfair hiring practice. Renee Blakely will send Secretary-Treasurer Thomas the dates.

e. Insurance Committee Board Member

Director Jones agreed to participate on the Insurance Committee. Chief Spradley relayed that the first meeting will be at 1:30 p.m. on April 20, 2017.

10. Informational Reports

Administration

a. Fire Chief's Community Activity Memo

The lateral transfer testing is complete. Renee Blakely, BC Hoskins, and FF Jeff Frost made it successful.

He participated in training with City and County officials for Crisis Leadership training.

Chief Spradley met with Airlink to keep relations working well.

March 15, we hired our newest paramedic, Myrsideys Steward.

Chief Spradley met with the KCC President Gutierrez regarding the Klamath Basin Public Safety Training Center. A meeting for that group will be held in April.

President Storey inquired if we had any contact with the homeowners' association at Running Y. Chief Spradley indicated that he has been playing phone tag with John Barkley to discuss grant options with us.

March 17, Jeff Griffin stopped by and we set up a Leadership Training for the Board on August 16.

On March 20, the State Fire Marshal's office was here for a meeting.

There were no further questions.

b. Thank You Letters

A thank you letter from a community member that helped KCFD1 with an engine grant a while back. Chief Spradley has spoken with her several times and received her permission to include the letter and their names to the Board. Her husband is doing well.

c. Other reports of the Fire Chief

Update to the Finance/Office Clerk recruitment. The process is moving along, KCFD1 worked with WorkSource Klamath to get four (4) qualified applicants that were interviewed. We have a conditional offer out for an anticipated start date of April 15, 2017. The plan is to have Julie, Phil and the new person to make sure that we meet the auditor's requirements of segregation. The Field Audit is scheduled for October 9, 2017.

There is a need for Interfacility transfers in the community. We have looked at ways to do these and discussed the items with the Union. The request to move forward is to start on April 1, with hiring back when numbers are below 16, in order to do this. This is a short term fix to get implemented and working with the hospital. Our current contract does not cover interfacility transports. There will not need to be a contract to do this program. We are currently doing this with approximately 10 a month. We bill the patient just like a medical transport. A transport to Medford is about \$3100. We have the potential to set KCFD1 up for future revenue. Airlink has been a great partner with this. The other company in town has an FOB at the airport and is partnered with an out of town company that is very aggressive in the rest of Oregon. They have made contact with Chief Spradley and identified that they intend to come into Klamath County and take the ground ambulance services over. BC Bishop identified that for each transport that we take now, there are approximately two (2) that we do not take. Chief Spradley has data from Sky Lakes that they transport approximately 400 to the Rogue Valley. If we took only half of those, it would be approximately \$450,000 in revenue with a 60% collections ratio. This would support staff and apparatus for the program. Chief Spradley does not want the Board to be surprised if overtime dollars are up next month due to trying to start this. Secretary-Treasurer Thomas and Director Jones agreed that the idea is good for business.

Operations

a. Incident Activity through February 28, 2017

Chief Spradley showed that the run numbers are trending higher than last year but will not hit the same rate as last year. The months ahead are going to get busier. There have not been any significant fires lately; however, there was a cooking fire on March 19.

Training/Ambulance

a. March 2017 Training Calendar

Chief Spradley commended the BC's and Fire Marshal for stepping up without the two (2) Division Chief positions occupied.

Fire Prevention

a. Fire Marshal Chief Community Activity Memo

Chief Spradley pointed out that Fire Marshal Andresen has been working with line crew.

On the 28th, 2nd, and 3rd, he taught crews the Emergency Reporting software upgrades.

On March 8, he has also taken part in the case reviews. He included Nikki in billing in that process so she can see the other side of reporting.

On March 15, he attended the Southern Oregon Fire Code Official's meeting. He is starting to get a reputation outside of Klamath County to step up. He is working on taking an officer position with that group to keep contacts with the other agencies.

Fire Marshal Andresen was absent from the Board Meeting due to attending the annual Oregon Fire Marshal's conference for continuing education and requirements that have been placed on him for his first year with KCFD1.

11. Public Comment

None

12. Adjourn to Executive Session

President Storey requested to adjourn to executive session at 8 p.m. Direct Jones made a motion to approve to adjourn, seconded by Secretary-Treasurer Thomas, carried unanimously. 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 8:03 p.m. and concluded at 8:14 p.m.

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, April 18, 2017, at 7:00 p.m.

BOARD MEMBERS SIGNATURES




PRESIDENT

VICE-PRESIDENT



SECRETARY / TREASURER



DIRECTOR

DIRECTOR