

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
Tuesday, July 18, 2017
Regular Meeting - 7 P.M.

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. **Swearing In of Newly Elected Board of Directors**

Elected Directors Dennis Thomas and Shane Malone were administered the Oath of Office by Fire Chief, John Spradley.

4. **Roll Call of Directors**

Fire Chief Spradley took roll call of the Directors:

Members Present: Gloria Storey, President
Mike Jones, Director
Shane Malone, Director

Dennis Thomas, Secretary-Treasurer
Gene Rogers, Director

5. **Approval of the Agenda**

Director Shane Malone made a motion to approve the agenda, seconded by Director Mike Jones, carried unanimously.

6. **Public Comments**

None

7. **Approval of Minutes**

a. June 20, 2017, Regular Meeting Minutes

Secretary-Treasurer Thomas made a motion to approve the June 20, 2017, Regular Meeting Minutes, seconded by Director Rogers, carried unanimously.

8. **Financial Reports**

a. June 2017, Report

Fire Chief Spradley presented the June Financial Report. Revenue is currently at 86.9% and Expenditures are at 74.4% through 100% of the fiscal year.

President Storey inquired if the expenditure percentage is accurate. Fire Chief Spradley will have to report back to her.

President Storey noted that it was nice to see overtime under 100%.

Director Jones made a motion to approve the June 2017, Financial Report, seconded by Director Malone, carried unanimously.

b. Ratification of June 2017, Bills

President Storey relayed that she does not like to see interest and late fees on the credit card bill. There was discussion regarding the District paying the credit card bills on time.

Director Malone made a motion to ratify the June bills, seconded by Secretary-Treasurer Thomas, carried unanimously.

c. June 2017, EMS Billing Report

Division Chief –EMS, Devon Brown presented the report for June. He noted that he will be working with Billing and IT to reduce the billing time, which is currently at 60 days.

President Storey inquired to the rest of the Board, if the second page of the EMS Billing Report was necessary. There was discussion regarding what the Board would like to see in the report. DC Brown will work with Billing to improve the format for the next meeting.

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

9. **Old Business**

None

10. **New Business**

a. Election of Board Officers (President, Vice President, Secretary/Treasurer)

Director Thomas nominated Gloria Storey for Board President, Director Jones seconded the nomination, carried unanimously.

President Storey nominated Mike Jones for Board Vice President, Director Rogers seconded the nomination, carried unanimously.

President Storey nominated Dennis Thomas as Secretary-Treasurer, Director Rogers seconded the nomination, carried unanimously.

b. Approval to Update Authorized Fire District Check Signers

Fire Chief Spradley noted that DC Brown needed to be added as a check signer to both the Washington Mutual and US Bank accounts. Currently Chief Spradley and Fire Marshal Andresen are approved as signers.

It was discussed that board policy should specifically identify check signers by position.

Vice President Jones made a motion to approve DC Brown as a check signer, seconded by Director Malone, carried unanimously.

c. Review and Adopt Board Policy Chapter 3.3 “Director Code of Conduct”

Director Malone made a motion to adopt Board Policy Chapter 3.3 “Director Code of Conduct,” seconded by Vice President Jones, carried unanimously.

d. Review Board Policy 3.4 “Director Conflict of Interest” and Collection of Director’s “Statement of Acknowledgement”

The Board reviewed policy 3.4 and each signed a Statement of Acknowledgement.

Director Rogers made a motion to adopt Board Policy Chapter 3.4 “Director Conflict of Interest”, seconded by Vice President Jones, carried unanimously.

- e. Board of Director Trainings
Fire Chief Spradley noted there is a training for new board members on July 25, 2017, in Medford, Oregon. Director Malone will check his calendar and let Chief Spradley know if he can attend.
- f. Approval for Chief Spradley to Apply to OFCA Board
There was no discussion.

Vice President Jones made a motion to approve Fire Chief Spradley to apply for the current OFCA Board vacancy, seconded by Director Rogers, carried unanimously.

11. **Informational Reports**

Fire Chief

a. *Fire Chief's Community Activity Memo*

President Storey inquired if the Clinton Street Fire was an unoccupied home, Chief Spradley confirmed it was vacant.

President Storey requested explanation what the lateral transfer on July 15th meant. Chief Spradley indicated that one EMS/Paramedic moved to a Firefighter position.

b. *Update of DC Operations Recruitment*

The DC-Operations position has been re-advertised. The application review will take place on August 9, telephone interviews on August 14, and assessment centers on September 12, depending on the candidate pool.

Operations

a. *Incident Activity through June 30, 2017*

There were several significant structure fires that occurred over the last month, Torrey Street, Clinton Ave., Old Fort Road, Fulton Street.

Also there is currently a brush fire at the junction of Highway 97 and Wocus Road with over 20 acres burned. Structures on Flowers and on Wocus have been saved. There are multiple Mutual Aid partners assisting. There have been air tankers and helicopters utilized. Several homes and business have been evacuated and there was a brief power outage.

b. *New BC Vehicle Update*

Captain Leslie is currently working on getting the new vehicle in service.

Training

a. *July 2017, Training Calendar*

Fire Marshal Andresen explained that there are several empty days for training due to staff schedules. They are working on training with Kingsley Field to train on the oxygen masks for pilots and with the Sheriff's Office on Honey Oil Labs. They have also scheduled training with Chiloquin Fire and Rescue on their new aerial apparatus.

Prevention

a. *Fire Marshal Community Activity Memo*

Fire Marshal Andresen highlighted INTTERRA Training with Keno Fire Department, along with several EMS related duties, which are being turned over to DC Brown.

EMS

a. *Introduction of New DC-EMS Devon Brown*

Fire Chief Spradley introduced Devon Brown, the new Division Chief – EMS.

b. *DC-EMS Activity Memo*

DC Brown noted that his activity report is only a half month of information since he started at the beginning of July.

c. *New Ambulance Update*

DC Brown noted that the new ambulance is in service.

d. *EMS Recruitment Update*

DC Brown explained that we are in the process of hiring for a third ambulance. There have been seven (7) contingent offers made and accepted. The individuals are in the pre-employment screening phase. As long as everything goes as planned, they will start on September 1, for initial paperwork and uniforms. On September 5 the recruits will report for a two (2) week academy.

12. **Public Comment**

None

13. **Adjourn to Executive Session**

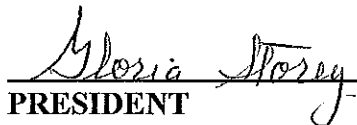
President Storey requested to adjourn to executive session at 7:59 p.m. Direct Malone made a motion to approve to adjourn, seconded by Secretary-Treasurer Thomas, carried unanimously. The Board did not reconvene to Regular Session.

14. **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 8:02 p.m. and concluded at 8:15 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, August 15, 2017, at 7 p.m.

BOARD MEMBERS SIGNATURES



PRESIDENT



VICE-PRESIDENT



SECRETARY / TREASURER

DIRECTOR



DIRECTOR