

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, January 16, 2018
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601

1. Call Meeting to Order

President Storey called the meeting to order at 6 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

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

Ernest Palmer, Director

4. Approval of the Agenda

There were minor corrections to the agenda, 7b. and 7d. should read 2017, instead of 2018.

Vice President Jones made a motion to approve the Agenda as amended, seconded by Secretary-Treasurer Thomas, carried unanimously.

5. Public Comments

State Fire Marshal Scott Rice presented Fire Marshal Andresen with the State's highest level of recognition as Fire Marshal.

6. Approval of Minutes

November 17, 2017, Regular Meeting Minutes

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

7. Financial Reports

a. November 2017, Report

Finance Officer Hull presented the November 2017, Financial Report. Revenue was at 82.8% while expenditures were at 41.8% with 42% of the fiscal year complete.

Director Palmer questioned if the overtime expenditures were related to the California deployment efforts. Chief Spradley confirmed and would discuss further under the December financial report.

Vice President Jones made a motion to approve the November Financial Report, seconded by Director Palmer, carried unanimously.

b. December 2017, Report

Finance Office Hull presented the December 2017, Financial Report. Revenue was at 85.2% while expenditures were at 49.4% with 50% of the fiscal year complete.

The overtime was discussed with regards to the two deployments to California which resulted in approximately \$90,000 in OT. Additionally, there have been three (3) personnel on extended leave / light duty, which also effects the overtime.

President Storey questioned what the \$20,000 maintenance cost was on 3183. Chief Brown indicated that it is the annual maintenance cost. President Storey recommended increasing the maintenance amount on that piece of equipment in the next budget year.

Secretary-Treasurer Thomas made a motion to approve the December Financial Report, seconded by Vice President Jones, carried unanimously.

c. Ratification of November 2017, Bills

Vice President Jones made a motion to approve the ratification of the November 2017, Bills, seconded by Director Rogers, carried unanimously.

d. Ratification of December 2017, Bills

President Storey had questions related to the expenses on the credit card bill from the California deployment and if the expenses would be reimbursed with the conflagration. Hull confirmed that the expenses would be submitted with the deployment bill.

Director Rogers made a motion to approve the ratification of the December 2017, Bills, seconded by Vice President Jones, carried unanimously.

e. November 2017, EMS Billing Report

DC Brown presented the November 2017, EMS Billing Report. EMS is trending where expected. The gross amount billed was low due to some staff absences and it is being caught up.

Secretary-Treasurer Thomas made a motion to approve the November 2017, EMS Billing Report, seconded by Director Palmer, carried unanimously.

f. December 2017, EMS Billing Report

DC Brown presented the December 2017, EMS Billing Report and stated that the number of Inter-facility Transports have increased to help with revenue.

President Storey questioned the \$7000 credit balance and why it was so much. DC Brown indicated that Medicare caught up and had to be paid.

Chief Spradley further explained that there is one Administrative position that has yet to be filled. Once that position is filled EMS Billing will have an easier time keeping caught up.

Vice President Jones made a motion to approve the November 2017, EMS Billing Report, seconded by Director Rogers, carried unanimously.

8. Old Business

a. Update – Surplus Vehicles

DC Brown explained that he has worked with local sales channels with minimal interest. He explored the website govdeals.com to sell the old brush truck, which sold for \$6060. He is also in the process of selling the old 3176 and has a bid for just around \$4500. He will continue to try and sell the remaining surplus vehicles locally and then go to govdeals.com.

b. Update – Fire Chief Performance Evaluation

Legal Counsel Hedlund passed out the evaluation forms for Chief Spradley to the Board members. The forms are due February 2, 2018. The evaluation will be completed in March. Director Palmer removed himself from the process due to his short time on the Board.

1. **New Business**

a. Introduction of New Division Chief – Operations

Chief Spradley introduced Matt Hitchcock as the new Division Chief – Operations. Chief Hitchcock started on December 1, 2017. The Hitchcock family joined the District from the Military out of Louisiana.

b. Approval to Update Authorized Fire District Check Signers

Chief Spradley requested to add DC Hitchcock as an authorized check signer for the District. The Division Chiefs and the Fire Chief are all authorized to sign checks.

Director Palmer made a motion to approve DC Hitchcock as a check signer, seconded by Secretary-Treasurer Thomas, carried unanimously.

c. 2018 Holiday Schedule

Chief Spradley included this as an informational item for the Board Members.

d. 2018 Board of Directors Meeting Schedule

Chief Spradley identified the applicable dates for the Board Meetings. President Storey relayed that the schedule can be adjusted, as needed.

e. 2018 SDAO Annual Conference

Chief Spradley explained the Annual SDAO conference information is in the packet and asked if any of the Board members is interested. None of the Directors or Legal Counsel expressed interest in attending the Conference.

Director Palmer requested a copy of the travel policy so that he knows what a Director is entitled to. Chief Spradley noted he would provide the applicable SOG's and is working on policies that will be provided when complete. Secretary-Treasurer identified that the budget has been tight in the past several years and the ability to travel had not been an option. There was discussion on what trainings and conferences Directors should normally attend that required travel.

f. TeleStaff Work Codes

President Storey had requested the Work Code sheet that was included in the packet.

g. Cogen Contract Review / Informational

Chief Spradley identified that this is an informational item. He is working through the contract with the Cogen representative. The District contracts with them to be accessible for calls. President Storey inquired if the contract would have an increase. Chief Spradley indicated that there would probably be a 5% increase. Director Palmer inquired if the Cogen was interested in being in the tax district. Chief Spradley noted that the Cogen facility is located on property that is owned by Collins Products and that they have not expressed any interest in annexation. Director Palmer suggested that the contract have a clause to be able to include the ability to extend the contract an additional two (2) one (1) year extensions. Legal Counsel Hedlund noted that a two (2) year contract allows the District to negotiate the fees more often. Chief Spradley anticipates having a contract to be approved in February 2018.

h. Chaplaincy Program Review / Informational

Chief Spradley addressed the Board for a review of the Chaplaincy Program Standard Operating Guideline. The Chaplain has been an invaluable service to the District. The Chaplain is paid a stipend in addition to the equipment assigned. It would be beneficial to have two (2) chaplains to split the duties. In the budget, there was

the intent to increase the stipend to \$2500 per month which would be split between them. Chief explained his plan to increase the stipend backdated to October. The Chaplaincy program was originally intended to support staff for critical stress incident debriefing. They have always provided guidance far more in depth than that and are also regularly called to significant events/scenes to assist victims and their families. President Storey confirmed that the vehicle and gas is provided for the Chaplains. Chief Spradley also noted that staff has requested that their vehicle be updated to a small all-wheel drive SUV for safety. As the District sells surplus vehicles, it is intended to request the Board approve the purchase of a used all-wheel drive vehicle. There were no questions from the Board.

At this time, the Board is now acting as Contract Review Board and will take up the matters of:

i. Approval of US Forest Service Master Agreements

Chief Spradley identified that the agreements are the same as agreements previously approved with the Forest Service with new dates. This allows the District to participate in major events that the Forest Service has and be able to recoup those expenses. Chief worked with the Legal Counsel to review the contracts. Due to the canceled December meeting, he had to already signed. He asked that the Board approve the previous signature.

Director Rogers made a motion to approve the signature of Chief Spradley on the US Forest Service Master Agreements, seconded by Secretary-Treasurer Thomas and Vice President Jones, carried unanimously.

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

10. Informational Reports

Fire Chief

Fire Chief's Activity Memo December

Chief Spradley noted that the biggest event in December was the Captain promotional process.

Fire Chief's Activity Memo January

Chief Spradley noted that on January 9th, he attended a Resident Student Program meeting with several other partners. DC Brown and staff are working with KCC and other fire departments to develop a program that places fire science students in stations throughout Klamath County. Chief also reported on the Labor – Management meeting on January 9, and that the group is working through several issues.

Chief Spradley noted that he has assigned a grant application to each of the DCs. Division Chief Andresen is working on the seismic grant for Station 1, Division Chief Hitchcock is working on a grant for SCBAs, and Division Chief Brown is working on a grant for radios.

Thank you Letter

The family of Chuck DeLonge sent the District a thank you letter for assistance in his funeral services.

Division Chief - Operations

DC-Operations Activity Memo December

Chief Hitchcock noted that he has been familiarizing himself with several meetings and conducting station visits on each of the shifts.

DC-Operations Activity Memo January

Chief Hitchcock highlighted the multi-fire and law enforcement agencies Active Shooter training that was coordinated by BC Bishop with costs shared between the District, the Sheriff's Office, and the City Police Department. He also highlighted that on January 9th, there was several structure fires and incidents occurring all at once and that personnel responded to and did a great job.

Incident Activity through November 31, 2017

n/a

Incident Activity through December 31, 2017

n/a

Annual Incident Activity 2013-2017

Chief Hitchcock noted a significant increase in fire calls along with the number of EMS calls increasing by 3%. Secretary-Treasurer questioned the 28% increase in false alarms. DC Hitchcock and DC Andresen noted that there have been several buildings that systems are having issues and had several calls. DC Andresen noted that there is an ordinance that allows the District to bill \$125 per call after two (2) incidents in a calendar year. If the patron is working on the issue and trying to fix it, then education is the best option; but if an owner does not cooperate, the bill would be beneficial. There was additional discussion with DC Brown on why EMS calls are on the rise.

Captains Promotional Exam Update

The Captain Promotional Exam process ended with four (4) firefighters on an eligibility list. Ryan Dickerson will take the place of Captain Brink who retired on December 31, 2018, but is on the Workback program until the end of April.

New SAFER / Firefighter Hiring Update

Three (3) new firefighters graduated on January 12; two (2) were EMS personnel that lateraled and one (1) was a new hire. The firefighters went through a rigorous two (2) week academy including a simulated model-home burn demonstration. The recruits stayed at the Lakeshore station during the academy. The Herald and News did a very nice story on the demonstration and graduation.

Division Chief - EMS

DC-EMS Activity Memo December and January

DC Brown noted that he is still working on repairing Station 2 and the vehicles that were damaged. He explained that there was an outside contractor who parked in the bay, and ran into the back of the Hazmat Suburban, which rear-ended the Brush Truck. He has been working with the Oregon State Fire Marshal's office on getting the Suburban replaced. The damaged bay door has been replaced.

DC Brown has been working very closely with KCC to assist in the development of the Student Resident Firefighter program. There have been several meetings to work with the staff and their programs.

New Paramedic Hiring Update

Travis Harrison was hired on January 15, 2018, as an experienced Paramedic.

Division Chief - Fire Marshal

Fire Marshal Community Activity Memo December

Fire Marshal Andresen noted that he has been working with the DC team on several projects that have been noted in the other reports. He has also been able to get to more inspections and Fire Marshal activities now that the DC-Ops position had been filled.

Fire Marshal Community Activity Memo January

Fire Marshal Andresen noted that on January 9th he responded to three (3) simultaneous structure fires. He continues to participate in Leadership Klamath. He is working with the City and County code enforcement teams to bring codes in line with each other and give the District's point of view of the codes. Director Palmer recommended that Fire Marshal Andresen become involved with the Planning Committee.

December 2017, Training Calendar

No discussion.

January 2018, Training Calendar

The Active Shooter training was one of the highlights as well as the Firefighter Academy.

11. Public Comment

n/a

12. Adjourn to Executive Session


President Storey requested to adjourn to executive session at 7:55 p.m. Secretary-Treasurer Thomas made a motion to approve to adjourn, seconded by Vice President Jones, 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 8:01 p.m. and concluded at 8:16 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, February 20, 2018, at 6 p.m.


BOARD MEMBERS SIGNATURES


PRESIDENT


VICE-PRESIDENT


SECRETARY/TREASURER


DIRECTOR


DIRECTOR