

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, February 20, 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

Chief Spradley 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 was a correction to the 7.a. of the agenda, it should read January 2018, instead of November 2017.

Vice President Jones made a motion to approve the Agenda as amended, seconded by Director Palmer, motion carried unanimously.

5. Public Comments

None

6. Approval of Minutes

January 16, 2018, Regular Meeting Minutes

There was a correction to 7 a., it should read Director Rogers not Director Palmer.

Secretary Treasurer Thomas made a motion to approve the January 16, 2018, Regular Meeting Minutes as corrected, seconded by Director Rogers, motion carried unanimously.

7. Financial Reports

a. January 2018, Report

Chief Spradley presented the January 2018, Financial Report. Revenue was at 87.7% while expenditures were at 55.6% with 59% of the fiscal year complete.

Director Palmer questioned if there is additional anticipated revenue. Chief Spradley indicated that reimbursements are anticipated in relation to the SAFER grant. President Storey questioned the operations overtime category; Chief Spradley explained that reimbursement for the two California deployments are anticipated this fiscal year. Director Rogers questioned why worker's compensation is high; Chief Spradley noted it is because this expenditure occurs early in the fiscal year so it shows as a disproportionately high until the end of the year. President Storey questioned the electricity at Station 1 and indicated that possibly two bills have been charged to Station 1; Chief Spradley will have Phil follow up on this item.

Vice President Jones made a motion to approve the January 2018, Financial Report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

b. Ratification of January 2018, Bills
President Storey questioned a few of the credit card charges related to training and EMS books. She also questioned several checks; explanation given was the checks were payments for Active Shooter Training, new recliners, a roof repair at Station 4, Station 2 bay door repair (reimbursed from responsible parties insurance), wiring at Station 3, and led lights for 3114.

Vice President Jones made a motion to approve the ratification of the January 2018, Bills, seconded by Director Rogers, motion carried unanimously.

c. January 2018, EMS Billing Report
DC Brown presented the January 2018, EMS Billing Report, \$496,000 was billed out in January, while there \$162,867 received for the month. We are still on track for the year for \$2,000,000 revenue. President Storey asked when we last received revenue from the collection agency. Chief Brown indicated that he has seen it, but amounts are low. He noted that there are other vendors that could be considered to handle the collection accounts. He updated that the GEMT funding will pass but that funding wouldn't be seen until 2019. This Medicare funding will make up some of the gap from what is billed to what is collected. Potentially the District will be eligible for funding back to July 2017 on these cases. It is estimated that the potential is for GEMT to bring in \$400,000 annually. Chief Brown also explained how the Fire-Med program works. Chief Brown explained the negative balance out in relation to Medicare fees. Director Rogers questioned if there is any hope of recovering the Medicare balance and if not, why this is kept on the books. Chief Brown will provide follow up on this item with the auditor. President Storey requested an accounting of the last 180+ days in the next monthly report.

8. Old Business

a. Cogen Contract Update
Chief Spradley updated the board regarding the contract negotiations with the Cogen Plant. The District presented a few ideas and Cogen came back with a request for a 5-year contract at \$50,000 per year of the contract. The current version of the contract also includes language for grant assistance for a training center. Chief Spradley will continue negotiations and keep the Board apprised of any updates. There were no comments/concerns from the Board.

9. New Business

a. Budget Committee Discussion
Chief Spradley reported that a Budget Committee member needs to be appointed due to Director Palmer moving to the Board position. In the past the District has solicited, and Chief Spradley asked if they want to run the add again. Consensus from the Board was to post the opening and run an advertisement for applications to be reviewed at next month's meeting. The open position will go in the paper by the end of the week. Chief Spradley provided the Board with a draft calendar for the Budget Committee with suggested dates. This is an attempt to coordinate schedules before the Board formally approves the calendar. If any of the Directors have any conflicts, please let the Chief know.

b. Employee Appreciation Dinner
Chief Spradley explained that there was \$1865 raised for the Foundation resulting from ticket sales of the Class A uniform and the Silent Auction items.

c. Antique Engine

President Storey requested to add this to the agenda. DC Hitchcock has been working on this project with President Storey. The antique engine has a hole in the block and is sitting at Station 5. He has done the research of how to get it up and running. He has found a few motor options with varying price ranges. DC Hitchcock would like to get the engine running and usable for parades and public education events. There is a lot of work, TLC, and money needed to get it to running. Secretary Treasurer Thomas recommended

reaching out to collectors for assistance. President Storey provided history on the engine and its importance to the District and the desire to restore it. Director Rogers suggested that there should be a survey to see if there is a group interested in working on this project. DC Hitchcock will continue to work on it.

d. SDIS BPA Best Practices Credit

SDIS is offering a 4% credit on the best practice in addition to the current 10% credit the District already receives. SDIS will send a representative down to evaluate the Board's performance in six (6) high risk areas. This is only available to the first 30 Districts. Chief Spradley requested dates that the board members would be available. It was determined that April 17, and 18 would requested for dates.

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

e. Renewal of Legal Services Agreement with Attorney Steve Hedlund

Attorney Hedlund went through the contract and cleaned up a few items, noting limited changes and provided a new contract proposal that better reflects the true day to day work that is completed. The compensation portion was a monthly amount of hours, he switched it to the equivalent annual amount of hours. He removed charges for phone calls, etc. and made it a two (2) year agreement. Secretary Treasurer Thomas inquired how long Mr. Hedlund has been working for the District and if the pay has changed. Hedlund indicated that he has worked for the District for nine (9) years, at the same rate. President Storey recommended an increase in wage for the Legal Services from \$2,500 a month to \$3000 a month. There was discussion regarding proposed rate and the Board requested Attorney Hedlund redraft the request for approval at the next meeting. Director Palmer questioned if the only persons authorized to engage legal services are the Board President and the Fire Chief. President Storey indicated that the Board could go to him for District business only. Chief Spradley noted that the DCs also have access to legal depending on the issues at hand.

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

a. Fire Chief's Activity Memo February

Chief Spradley reviewed his report with the Board noting a busy month and highlighting the Bell Ceremony for Jim Brown's service. He indicated that Labor-Management meeting on February 13, went well and that they are working to update some SOGs and policies related to Travel and Inter-Facility Transports. Chief Spradley attended the OFCA Roundtable for the larger career agencies in Oregon with DC Brown. It was a productive conference to stay engaged on current issues within the Oregon Fire Service and there was extensive information on GEMT and potential revenue provided.

Division Chief - Operations

a. DC-Operations Activity Memo February

DC Hitchcock noted a few items including extensive work in the Emergency Reporting program which is a holding bank for all information regarding calls, apparatus, training, etc. It will be an excellent tool for future budgeting and trend analysis. DC Hitchcock highlighted a structure fire where there was a suspected death but the individual ended up being out of town. It was a tricky layout and crews did a great job.

b. Incident Activity through January 31, 2018

A mild January is a major contributor to call numbers being down.

c. February 2018, Training Calendar

Items of note, Avista provided annual training on gas shut offs and mitigating gas emergencies. ODOT will be onsite at the end of the month to train on how to respond to highway incidents.

d. SCBA/AFG Grant
 Chief Hitchcock submitted a 12 agency grant in the amount of just over 1 million dollars for SCBAs. If awarded, multiple vendors will be brought in to do demonstrations. This grant application will be under review between April and October.

Division Chief - EMS
 a. DC-EMS Activity Memo
 DC Brown highlighted his activity including rewriting the EMS Standing Orders in its entirety. He commended Paramedic Smith for assisting in the process and finding several areas of concern. The EMS Standing Orders are utilized by other rural agencies and Brown has requested the agencies provide recommendations and/or requests. DC Brown worked on several structure fires during the month. President Storey inquired about the grant application that Brown completed to replace the portable radios for the agencies in the County. DC Brown indicated that it is currently submitted and under review.

Division Chief - Fire Marshal
 a. Fire Marshal Community Activity Memo February
 DC Andresen attended a Case Management training in Medford and Budget Law Training at KCC during the month. There were six (6) structure fires within the District and one (1) that he provided assistance to Keno with. DC Andresen submitted the SRGP grant for Station 1 and anticipates a response in April. Vice President Jones questioned if there is a District share in the grant. DC Andresen noted that there is not since the requested amount was under the cap based upon ZCS's assessment. Director Jones questioned if the setbacks became an issue; Andresen noted that it had not been an issue but will check into it further.

11. Public Comment
None

12. Adjourn to Executive Session
 President Storey requested to adjourn to executive session at 7:31 p.m. Vice President Jones made a motion to approve to adjourn, seconded by Secretary 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 and section 192.660 (2) (i) performance evaluation of Public Officers and Employees.
 Executive Session began at 7:35 p.m. and concluded at 7:47 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, March 20, 2018, at 6 p.m.

BOARD MEMBERS SIGNATURES

John Storey
 PRESIDENT

[Signature]
 SECRETARY / TREASURER

[Signature]
 DIRECTOR

 DIRECTOR

 VICE-PRESIDENT