

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, March 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 6:02 p.m.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Roll Call of Directors

Present:

Gloria Storey, President

Dennis Thomas, Secretary-Treasurer

Ernest Palmer, Director

Absent:

Mike Jones, Vice President

Gene Rogers, Director

4. Approval of the Agenda

President Storey made an addition to new business, item d, Executive Session under section 192.660 (2) (d) to conduct deliberations with person designated by the governing body to carry on labor negotiations; labor negotiations.

Director Palmer made a motion to approve the amended Agenda, seconded by Secretary Treasurer Thomas, motion carried unanimously.

5. Public Comments

none

6. Approval of Minutes

February 16, 2018, Regular Meeting Minutes

Secretary Treasurer Thomas made a motion to approve the February 16, 2018, Regular Meeting Minutes, seconded by Director Palmer, motion carried unanimously.

7. Financial Reports

a. February 2018, Report

Finance Officer Phil Hull presented the February 2018, Financial Report. Revenue was at 90.6% while expenditures were at 62% with 67% of the fiscal year complete.

Secretary Treasurer Thomas questioned the EMS medical revenue and if it is expected to have more revenue than anticipated? Chief Spradley explained that he expects the total EMS revenues across the five various accounts impacted to exceed budgeted amounts for the year, although they are currently trending slightly low at 65.26%. DC Brown stated he is confident that we will see an increase from previous month. President Storey was concerned about how much transport revenues were budgeted. Chief Spradley indicated that it was anticipated for the program to be doing slightly better than it is, but that we are still not fully implemented, and also some of the EMS Medical Revenue should be attributed to the Transport Revenue line.

President Storey inquired if the California conflagration reimbursements have been received yet. Phil Hull indicated that they have not, but they are anticipated by the end of the fiscal year.

Secretary Treasurer Thomas inquired why the training expense is so low. Chief Spradley indicated that numerous trainings are scheduled and that Training Overtime has not been properly coded in some cases. The overtime due to training is reallocated once per FY, at the end of the year.

Secretary Treasurer Thomas made a motion to approve the February Financial Report 2018, Financial Report, seconded by Director Palmer, motion carried unanimously.

b. Ratification of February 2018, Bills

Director Palmer made a motion to approve the ratification of the February 2018, Bills, seconded by Secretary Treasurer Thomas, motion carried unanimously.

c. February 2018, EMS Billing Report

DC Brown presented the February 2018, EMS Billing Report. He explained the aging summary and why it is going up, he was unable to check on other issues due to billing staff being away at training. He believes that it is items that were billed as insurance and moved over to private pay. As a follow-up he explained that the Medicare debt is kept on the books for 15 months so that there is opportunity to collect on it. Director Palmer inquired what percentage of the aging summary is actually collected. DC Brown indicated he did not know exactly, but noted that most of it goes to collections. DC Brown will report back next month after further study on the questions. DC Brown also indicated the when GEMT becomes a reality the Medicaid Reimbursements will improve significantly. Secretary Treasurer Thomas questioned why EMS accounting is not separated out. Chief Spradley stated that originally the ambulance service was an accounted for as an Enterprise Fund, and that it had been rolled into the Operations Division many years ago. Costs related to revenues are evaluated annually when the budget is put together. He further explained that he had not intended to separate out EMS in the upcoming budget year, but possibly the year after. There was a discussion of how the EMS program functions and the associated costs.

Director Palmer made a motion to approve the February 2018, EMS Billing Report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

8. **Old Business**

a. Cogen Contract Update

Chief Spradley noted that he reviewed the edits from the Cogen contract with legal counsel and will respond back. There is no financial change from previous discussions.

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

b. Renewal of Legal Services Agreement with Attorney Steve Hedlund
Counsel Hedlund made changes based upon the recommendations from the Board in February. Chief Spradley has reviewed the changes.

Secretary Treasurer Thomas made a motion to approve the Legal Services Contract, seconded by Director Palmer, motion carried unanimously.

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

9. New Business

a. Approve Fire Chief for IMT and KCC Adjunct Instructor

Chief Spradley explained that he would like to submit an application for the IMT team. He has previously participated with the team, but has not been deployed with them. Chief Spradley has approved some of the staff to apply as well. Participation in the IMT provides the District opportunities to further develop staff and will assist in succession planning in the future. Chief Spradley also requested approval to submit an application for KCC adjunct instructor. This would be to support the KCC Fire Science program if needed. Chief Spradley's contract allows for this type of activity with Board approval.

Director Palmer moved to approve Chief Spradley to participate on the IMT and as an adjunct KCC instructor, seconded by Secretary Treasurer Thomas, motion carried unanimously.

b. Budget Committee Application Review and Appointment

Chief Spradley noted that there was only one (1) application received from Sandra Fox. He has worked with Sandra many times previously when she was with the City and noted that Director Palmer had as well. Director Palmer endorsed Chief Spradley's recommendation based upon his background with Ms. Fox with BTS and the City of Klamath Falls.

Secretary Treasurer Thomas motioned to approve Sandra Fox as the Budget Committee member, seconded by Director Palmer, motion carried unanimously.

c. Board Training Opportunities

Chief Spradley inquired if any board members are interested in either of the recommended trainings. President Storey and Director Palmer are both interested in the April 12, training at Shilo.

d. Executive Session

Under section 192.660 (2) (d) to conduct deliberations with person designated by the governing body to carry on labor negotiations; labor negotiations.

Executive Session began at 6:42 p.m. and concluded at 7:01 p.m.

The regularly scheduled meeting reconvened at 7:01 p.m.

e. Inter-Facility MOU Review and Approval

Director Palmer made a motion to approve the Inter-Facility MOU, it was seconded by Secretary Treasurer Thomas, motion carried unanimously.

f. Review Personnel Policy 2.0 (Travel and Per Diem)

Chief Spradley explained the new policy and how it would apply to all staff and Board members. This policy will remain current and simplifies the process for all travel as it is based upon GSA requirements and rates.

Director Palmer made a motion to approve the Travel and Per Diem Policy, it was seconded by Secretary Treasurer Thomas, motion carried unanimously.

g. Apparatus Replacement Plan Presentation

DC Hitchcock and DC Brown have put together a comprehensive vehicle replacement plan through the year 2042, based upon each current vehicle in the fleet. The plan is based on a 7 engine, and 6 ambulance fleet. There was discussion regarding vehicle maintenance considerations in the plan. DC Hitchcock noted that

the Emergency Reporting program is beginning to be utilized which will help with evaluating that aspect. Currently ambulances and staff vehicles are the furthest behind in the replacement schedule. The plan also identifies and projects the service life for each type of apparatus. The plan outlines where the Department can be in five (5) years if it is followed. Director Palmer inquired if costs have been projected based upon revenue. DC Hitchcock noted that based upon current revenue, they have been able to keep up with the program and anticipates the continued ability. Secretary Treasurer Thomas inquired how much maintenance work is done in house versus sending it out. DC Hitchcock state that it is commendable and that he has been impressed at how much work is done in house verses sending the vehicles out. DC Brown reviewed the EMS fleet status; there are two new ambulances that are a high quality, while the remainder of the fleet has very high mileage and is quite old. There is a significant amount of maintenance required to keep the older units on the road and it is becoming an issue. DC Brown proposes a 14-year life cycle for the new ambulances with a seven (7) year re-chassis. Older units are already beyond their service life and need replaced.

i. Approval of Staff Vehicle Purchase

Chief Spradley explained the request to purchase a staff vehicle which is consistent with this year's budget. This purchase would replace Fire Chief's vehicle which would be handed down to DC Hitchcock and his current vehicle (the old 3103) would likely be surplus out of the fleet due to age and mileage. It is requested to spend up to \$50,000 for the new vehicle to include outfitting of it. This purchase will either be through the State bid or a local vendor if they can meet or beat that pricing.

Secretary Treasurer Thomas made a motion to approve the purchase of a new staff vehicle, it was seconded by Director Palmer, motion carried unanimously.

ii. Approval of Ambulance Purchase

The Capital Oversight committee has reviewed the vehicle replacement plan and agreed with this request. The request presented by DC Brown is to replace one (1) ambulance as several of the ambulances in the current fleet are in excess of 250,000 miles. There is currently a 2017 demo model available that has the same patient module as the two newest units that the District has. This will be the last opportunity to purchase this model. The price for this unit is \$140,000, and the intention is to purchase now with payment delayed until July 1, 2018 if necessary. If purchase is completed this FY it would require a supplemental budget. Chief Spradley stated that the key to making this purchase is that it will not cause interim financing for FY 2018/2019. Director Palmer noted that he is not comfortable spending money that is not in hand but it is a limited opportunity and hopes that payment terms could be obtained. Secretary Treasurer Thomas questioned if the District were to buy a 2018, what would the increased cost be? DC Brown indicated that it would be around \$160,000 for a similar unit. Secretary Treasurer Thomas indicated that the purchase makes sense as long as we have the funding.

Secretary Treasurer Thomas made a motion to approve the purchase of the 2017 Ambulance and investigate payment options, seconded by Director Palmer, motion carried unanimously.

10. Informational Reports

Fire Chief

a. Fire Chief's Activity Memo February

Chief Spradley highlighted the work of the team and the ongoing progress that has been made over the last month. There have been several labor-management meetings and several interactions with KCC regarding the KBPSTC to further develop the Fire Science Associate's degree program which is going to include a

resident student program. Currently the District is looking at potentially participating in the Resident Student program with up to four students.

b. Thank You Cards

There were several thank letters received in the month including the family of Alyssa Stephans, who the District sent care packages/gifts.

Division Chief - Operations

a. DC-Operations Activity Memo February

DC Hitchcock highlighted the apparatus replacement plan, the review and response to the OSHA consultation recommendations report. He also noted work on the RIT SOG program which is in works.

b. Incident Activity through February 28, 2018

DC Hitchcock indicated one item to note, that being false alarms dropped 40%.

c. Extrication Equipment Purchase

DC Hitchcock has reviewed the plan to replace extrication equipment, evaluated options, and demoed equipment that included personnel feedback. He has initiated this budgeted purchase for a new set.

Division Chief - EMS

a. DC-EMS Activity Memo February

DC Brown highlighted a few structure fires during the month when he was the Duty Chief, including assisting at fire out in Keno's area. He has been working with several outside agencies including Chiloquin, District 4, Kingsley, and KCC. DC Brown attended and obtained his Fire Officer II certification this last month. He further reported that he had spent large amount of time finalizing the protocols and SOG development. President Storey inquired regarding the meeting with Life Flight; DC Brown explained the meeting was to learn about their services and how to work with them.

b. March 2018, Training Calendar

No discussion.

c. KCC Update

The District has been assisting KCC with developing their Fire Science program including recruitment, class development, teaching, and design of the Training Center / Facility. There have been several site visits and meetings. DC Brown and DC Andresen came up with a five (5) acre plan for a training facility, which the college is on board with. The training facility will be a key to making this a viable program in meeting current training needs for partners throughout the County.

Division Chief - Fire Marshal

a. Fire Marshal Community Activity Memo February

Chief Spradley reviewed DC Andresen's report. He was attending the annual Oregon Fire Marshals Association meeting and training conference. DC Andresen had the Crater Hotel evacuated for a second time, due to hazardous carbon monoxide issues. The residents have been allowed back in after the corrective repairs were completed. DC Andresen has also worked extensively on the site plan for the KBPSTC at KCC.

11. Public Comment

None

12. Adjourn to Executive Session

Secretary Treasurer Thomas made a motion to adjourn to Executive Session, the motion was seconded by Director Palmer.

The regular meeting was adjourned to Executive Session at 8:22 p.m.

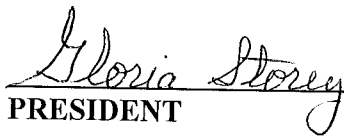
13. Executive Session

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 8:22 p.m. and adjourned at 8:28 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 17, 2018, at 6 p.m.

BOARD MEMBERS SIGNATURES



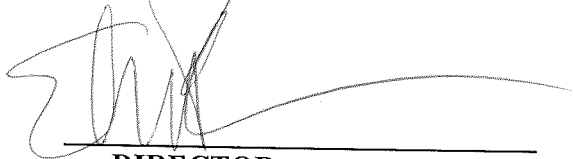
PRESIDENT

VICE-PRESIDENT



SECRETARY / TREASURER

DIRECTOR



DIRECTOR