

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, May 15, 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**

Present:

Gloria Storey, President

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

Ernest Palmer, Director

**4. Approval of the Agenda**

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

**5. Public Comment**

None

**6. Approval of Minutes**

a. April 17, 2018, Regular Meeting Minutes

Director Rogers made a motion to approve the April 17, 2018, Regular Meeting Minutes, seconded by Director Palmer, motion carried unanimously.

**7. Financial Reports**

a. April, 2018 Report

Finance Officer Phil Hull presented the April 2018, Financial Report. Revenue was at 95.7% while expenditures were at 74.3% with 83% of the fiscal year complete.

President Storey questioned if the expected \$250,000 in transport revenue will be met? Phil noted that it is closer to \$125,000. Chief Spradley clarified that a significant amount of transport revenue is being included in EMS revenue, and that staff is working to make sure those items are correctly reported for FY 2018/2019.

Storey inquired if temporary staffing would continue through the remainder of the year. Phil indicated that it will cease as positions are filled.

Secretary Treasurer Thomas inquired regarding the auditor fee of \$45,000, and how long the current audit company had been used, and if the District should go out to bid for the service. Phil indicated that he did not know if they were the least expensive but indicated that the company was highly recommended when the District had a need for extensive financial review. There was discussion regarding performance of past auditors used in the District. Chief Spradley noted that the contract term is up with TKW and that we should go out for bids.

Vice President Jones made a motion to approve the April 2018, Financial Report, seconded by Director Rogers, motion carried unanimously.

b. Ratification of April 2018, Bills

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

c. April 2018, EMS Billing Report

DC Brown presented the April 2018, EMS Billing Report. The gross amount billed was \$640,000, which has significantly increased since previous months. Additional staff and streamlining paperwork have helped and will continue to improve the amount billed. Income for the period is at \$150,000, with year to date income at \$1.6 million. The District's collection rate is above the national average and will continue to improve with the passing of GEMT through legislation. President Storey questioned what has been the average percentage of write-offs per month. DC Brown indicated that it is about 40%. The amount of time that it takes to bill out has decreased from over 60 days to 45; with the expectation to be at 40 days out by the end of the fiscal year, with the goal being 30 days out. Secretary Treasurer Thomas inquired what the biggest write-off is currently? DC Brown noted that the Medicare write offs are the largest. DC Brown has a meeting with a company to review the District's collection options.

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

**8. Unfinished Business**

a. Co-Gen Contract Renewal Discussion

Chief Spradley indicated that there has not been any movement on the contract in the last 30 days; however, the topic will continue to be on the agenda until the issue with boundaries is resolved. Indications to date have been that Keno RFPD will likely pay the contract amount that had been previously negotiated with the Co-Gen.

**9. New Business**

a. Appoint Budget Officer

Vice President Jones made a motion to appoint Fire Chief Spradley as the KCFD1 Budget Officer, seconded by Director Palmer, motion carried unanimously.

b. Approval of 2018-2019 Health Insurance Renewal

Chief Spradley presented the 2018-2019 Health Insurance Renewal information. The Insurance Committee met once this year with the renewal rate coming in quite favorable this year; and well below the average. The defined contribution is locked in by the CBA to increase 2.75%.

Vice President Jones made a motion to approve the 2018-2019 Health Insurance Renewal proposal, seconded by Secretary Treasurer Thomas, motion carried unanimously.

c. Supplemental Budget (2017-2018 Supplemental Budget will be Considered.)

Chief Spradley presented the request for a supplemental budget. He noted that a supplemental Budget request has not occurred since 2010. The supplemental budget would be to purchase the ambulance that was previously discussed by the Board to be approved in the next budget year. The apparatus would be paid for and received in the current budget year. The request is for \$173,000 which includes associated costs for radios, and a gurney.

Vice President Jones made a motion to read the resolution by name only, seconded by Director Rogers, motion carried unanimously.

Phil Hull read resolution 18-01. This is a resolution adopting the Supplemental General Fund Budget, with changes totaling \$173,000 for Fiscal Year 2017-2018 for Klamath County Fire District No. 1.

Director Palmer made a motion to approve the supplemental budget; seconded by Vice President Jones, motion carried unanimously.

d. Review SRGP Notice of Award

DC Andresen reviewed the SRGP award letter for the retrofit/rehabilitation of Station 1. This grant will allow the District to bring the building up to seismic requirements and complete other necessary improvements. The total award is for \$2,349,360 for engineering, construction management, and other associated costs. Seven (7) departments were awarded SRGP funds for eight (8) stations; District 1's award was the largest. There was a plan drawn up for the new station as a single story previously; however, the grant would not allow the second story to be removed. A two (2) story plan will be developed which will maintain similar apparatus and storage. The current station will be gutted, rehabilitation completed, the roof corrected, the walls tied together as reconstruction takes place. Money cannot be spent until Business Oregon completes bond funding and a contract is signed. DC Andresen reported that RFP/ bidding phase should start in June. There is not a current set of plans for a two (2) story building, which will be included in the RFP/bidding process. Chief Spradley noted the application and expenses were worked on for the last two (2) fiscal years. The District may RFP for design and build process. The grant outlines how much can be dedicated towards each piece of the project such as engineering, construction management, etc.

Vice President Jones made a motion to accept the SRGP Grant in the amount of \$2,349,360, seconded by Director Palmer, motion carried unanimously.

## 10. Informational Reports

### Fire Chief

a. *Fire Chief's Activity Memo April-May*

Chief Spradley offered to answer questions regarding his memo. He highlighted continued work with KCC on the Resident Student program and the KBPSTC; budgeting for the upcoming fiscal year; wildland refresher training; and attending the annual OFCA conference.

b. *Thank You Cards*

Chiloquin Fire & Rescue, Chief Cook thanked the District for being on standby during their employee appreciation dinner.

PERS sent their annual thank you letter to Finance Officer Hull for meeting all reporting requirements.

### Division Chief - Operations

a. *DC-Operations Activity Memo April-May*

DC Hitchcock was not in attendance as he was out of town conducting the final inspection for the new engine. Chief Spradley reviewed his report and commended the efforts toward the improvement of the labor management relations. DC's Hitchcock and Brown have been invited to the past two (2) monthly union meetings and this has been working very well to unify the messages to our personnel, help answer questions, and to improve transparency. There was a promotion of Ryan Dickerson to Captain at the beginning of May. DC Hitchcock continues to work on the OSHA reporting and compliance and with the Safety Committee. BC Bishop explained that most of the OSHA concerns have been addressed and policies are being updated. Chief Spradley noted Zack Cox started as a new Firefighter on May 1, and that Deborah Fleming started on May 1<sup>st</sup> as the Customer Service Clerk.

b. *Incident Activity through April 31, 2018*

Chief Spradley reviewed the activity report which showed the year to date run volume slightly lower than the previous year.

Division Chief - EMS

a. DC-EMS Activity Memo April-May

DC Brown noted that it has been a busy month. On the 18<sup>th</sup>, the District responded to a trench collapse with three (3) people trapped in an unsupported trench. The crews performed flawlessly with no injuries to personnel. Budget preparation and working with KCC occupied a large part of the month. DC Brown and Captain Poe conducted training for the new IFT program SOG, which was well received and has been implemented. There were two (2) structure fires on the 13<sup>th</sup>, no injuries occurred and there was minimal loss. A new Paramedic, Jason Padgett started on May 1.

b. May 2018, Training Calendar

EMS Week will be the week of May 20<sup>th</sup>. Each transported patient will get a EMS Triage Tag. Hose and hydrant testing will occur during the upcoming month.

Division Chief - Fire Marshal

a. Fire Marshal Community Activity Memo April-May

DC Andresen noted the same work on budget and the KCC program. He highlighted taking the old 3114 to Signvertise to have the KCFD1 logo removed and replaced with the KCC logo to prepare it for donation. Signvertise donated the logos and labor for the project. President Storey recommended sending Signvertise a thank you letter and Challenge Coin. Andresen conducted two (2) fire investigations on structure fires and a vehicle fire with a suspect in custody for all three (3) events.

**11. Public Comment** None

**12. Adjourn and move into Executive Session** *(The Board will not reconvene to regular session.)*

Vice President Jones made a motion to adjourn to Executive Session, the motion was seconded by Director Rogers, motion carried unanimously.

The regular meeting was adjourned to Executive Session at 7:09 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.

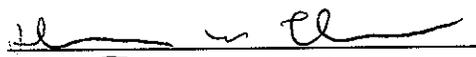
Executive Session began at 7:10 p.m. and adjourned at 7:15 p.m.

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, June 19, 2018, at 6 p.m.

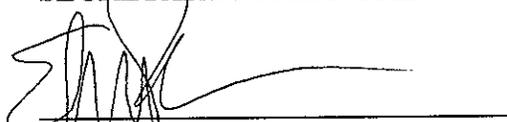
**BOARD MEMBERS SIGNATURES**

  
PRESIDENT

  
VICE-PRESIDENT

  
SECRETARY / TREASURER

  
DIRECTOR

  
DIRECTOR