

**Board of Directors  
Minutes**

**Regular Meeting**

**January 15, 2008**

Pursuant to the proper public notice, a regular meeting of the Board of Directors of Klamath County Fire District No. 1 was held at The Center for Occupational Health, 2621 Crosby Ave., Klamath Falls, OR 97603

**Members Present:** Alan Scott, Vice President  
Stewart Tittle, Secretary-Treasurer  
Rod Green, Director  
Mike Harrigan, Director

**Members Absent:** Gloria Storey, President

**1. Call Meeting to Order**

Vice President Scott called the meeting to order at 7:00PM

**2. Approval of Agenda**

A motion to approve the agenda was made by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously.

**3. Public Comment**

There were no public comments.

**4. Financial Reports**

**a. December 2007 Report**

Finance Officer Phil Hull reviewed the December 2007 Financial Reports. The current fuel costs are well below the 50% of the year that has passed. Phil indicated that large amount of property tax revenue that has been received by the District into the Premier West Bank account. General Fund Revenue is at 91.8% and Expenditures are at 43.1%. Ambulance Fund Revenue is at 38.9% and Expenditures are at 46%.

Phil then walked through the breakdown of all expenses. Suppression expenses are at 44.2%, Prevention is at 40.7%, Administration is at 39%, Training is at 34.1%, and Hazardous Materials is at 43.1%. There were no questions on the financials.

Vice President Scott asked if the District had implemented the new billing amounts for services rendered for ambulance transports. Phil replied that the most of new amounts have gone into effect. There is still discussion regarding the new assessment fee. This fee has not been implemented yet.

After the discussion, Secretary-Treasurer Tittle made a motion to accept the financial reports for December, seconded by Director Green, carried unanimously.

**5. Action Items**

**a. Approval of December 12 Regular Meeting Minutes**

Secretary-Treasurer Tittle made a motion to approve the minutes, seconded by Director Green, carried unanimously.

**b. Approval of January 8 Special Meeting Minutes**

Director Green made a motion to approve the minutes, seconded by Secretary-Treasurer Tittle, carried unanimously.

**c. Ratification of December 2007 Bills**

Director Green declared a conflict of interest and did abstain from voting on the ratification of December 2007 bills. Secretary-Treasurer Tittle asked if President Storey had reviewed these bills. Phil reported that she had reviewed them and he had answered her questions. A motion was made for ratification of the December 2007 bills by Secretary-Treasurer Tittle, seconded by Director Harrigan, carried unanimously, with one abstention.

**6. Informational Reports**

**Administration**

**a. SDAO Conference – Registration deadline January 25, 2008**

Attorney Gourley reviewed the brochure for the annual SDAO conference in Bend February 8-10, 2008. He reported that he and Chief Wenzel will be attending the conference. He encouraged the board to review the brochure. Vice President Scott indicated that he personally won't be attending due to the District's financial situation, but he would support other Board members if they wanted to attend. Secretary-Treasurer Tittle and Director Harrigan both indicated they would be interested in attending. Stacy Brainard will follow up with them prior to the registration deadline.

**b. Update on Lakeshore Fire Station**

Chief Kenworthy reported all of the inspection issues have been completed. The contractor called for all necessary building department inspections and those inspections should be done by the end of the week. Final approval will allow the District to close out the contract with the builder. Chief Wenzel and Chief Kenworthy will be working to get the design of the tone out system so that we can go out for contact.

**c. December 2007 Web Site Statistics**

The Board reviewed the monthly report. Secretary-Treasurer inquired as to why this report appears in the Board packet. It was determined that this report is part of the strategic plan community outreach section and the Board would like to continue to receive it.

**d. Chief Officers and Duty Chiefs schedules**

The Board reviewed the monthly calendars.

**e. Thank you letters**

The Board reviewed the thank you letters received by the District.

**f. January Fire Chief's Community Activity Memo**

Chief Wenzel reported that he had a busy first week going out and meeting with the crews and the office staff. He hopes to finish these meet and greets within the first few weeks.

**g. Other reports of the Fire Chief**

Chief Wenzel asked the Board if they would like to incorporate the Pledge of Allegiance into the Board Meetings. The Board indicated they would like to do this. Chief Wenzel will bring the Board Policy updates to the next meeting.

## **Operations**

### **a. Promotion of Todd Teaford to Captain**

Chief Spradley reviewed a copy of the certificate presented to Captain Teaford upon his promotion. Vice President Scott commented that it was nice to see his picture and the blurb in the newspaper. He indicated it would be nice to continue this type recognition.

### **b. Incident Activity through December 31, 2007**

The Board reviewed the activity report for the year. Chief Spradley commented that up until November, the District was running behind the call volume of the previous year, but during the month of December, the calls were higher and the District ended up with 5 more calls than the previous year.

### **c. January Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's activity memo. Chief Spradley reported that he has not received any further information on the sale of the Homedale and Foothills property. In addition, the property adjacent to Station 3 may be up for sale this spring.

## **Training**

### **a. January Training Chief Community Activity Memo**

Chief Keady commented that Klamath Community College has enlisted both he and Battalion Chief Riblett, along with other agencies, to form a coalition that when any agency teaches a wildland class, it will be opened up through KCC to structural firefighting agencies so that the training can be attended by several agencies.

Chief Keady recently attended the Oregon State Safety Symposium where several large-named people were there. He reported that this was a huge success and he looks forward to more in the future.

### **b. January Training Calendar**

The Board looked at the training calendar for January.

### **c. December Training Statistics**

The Board reviewed the new training report provided by Chief Keady.

### **d. 2008 Training Plan**

Chief Keady provided the Board with his overall plan for 2008 training.

Vice President Scott asked if anyone knew of a class that agencies could attend to get training on how to get grants from the federal government. Chief Keady reported that one of the District's firefighters will be attending a class through KCC winter term. Attorney Gourley also reported that there are classes around the state that are specifically designed for organizations whose sole source of revenue is basically grant writing.

## **Prevention**

### **a. January Fire Marshal Community Activity Memo**

Chief Kenworthy included that fire prevention has done several press releases over the past month. A few had to do with holiday safety. In addition, one was sent out regarding the issue of hydrants being buried by snow and asking citizens for their help in digging them out and exposing them. Chief Kenworthy has been pleasantly surprised when driving around town by how many hydrants have

been dug out. Vice President Scott commented that it would be nice to do a follow up release thanking the citizens for their assistance.

**7. Adjourn**

A motion was made to adjourn the meeting by Secretary-Treasurer Tittle, seconded by Director Green, carried unanimously. The Board adjourned at 7:32pm.

**The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at The Center for Occupational Health, 2621 Crosby Ave., on Tuesday, February 19, 2008 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

\_\_\_\_\_  
**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**