

**Board of Directors
Minutes**

Regular Meeting

September 15, 2009

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: Gloria Storey, President
Alan Scott, Vice President
Rod Green, Secretary-Treasurer
Rich Schuster, Director

Members Absent: Mike Harrigan, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:03PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey added item g. Open House for Fire Prevention under Administration Informational Reports. She also added ORS 192.660 (2) (i) to Executive Session. A motion to approve the agenda was made by Vice President Scott, seconded by Director Schuster, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. August 2009 Report

Phil presented the financial report for the month of August 2009. He reported that the District is currently 17% through the fiscal year. He reiterated that there is only one fund summary since the Ambulance Enterprise Fund was combined into the General Fund. The District is currently at 4.5% of revenue, which is to be expected at this time. Expenses are tracking at 15.6%, which is still under budget. President Storey clarified a few of the line items in the report, which did not change any of the outcomes of the report.

Current expenditures for the Operations Division is 16.3%. Prevention is 16.5% expended; Administration is 10.2%; Training is 42.2%, but this will be lower at the next Board meeting representing the clarifications made by President Storey; and Hazardous Materials is 7.5% expended. The Insurance Reserve Fund is the only Reserve Fund with expenditures at this point. After the discussion, Director Schuster made a motion to accept the financial reports for August 2009, seconded by Vice President Scott, carried unanimously.

6. Action Items

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

a. Approval of contract with Molatore, Scroggin, Peterson and company for auditing service

Phil distributed two draft contracts with Molatore, Scroggin, Peterson and Company for auditing services. He indicated that the difference between the two draft contracts is that one is for one year and the other is for three years. President Storey asked Attorney Hedlund if he had a chance to look over the contracts. Attorney Hedlund informed the Board that he has not looked at them. President Storey had several questions regarding the wording on the contracts. Attorney Schuster asked if there is a clause in the three-year contract to allow the District to back-out if the District is not satisfied with the first or second year's service. Phil replied that he did

not have time to give the contract a good reading. Vice President Scott asked if Staff could look over the contract and bring it back to the Board. Phil indicated that he could do this and bring it back to the next Board meeting. President Storey asked Attorney Hedlund to also review the contract for any potential issues. Vice President moved that this item be tabled pending further review from the Staff and the Attorney, seconded by Director Schuster, carried unanimously.

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

b. Approval of the August 18th Regular Meeting Minutes

Director Schuster made a motion to approve the minutes, seconded by Vice President Scott, carried unanimously.

c. Ratification of August 2009 Bills

At this time, Secretary-Treasurer Green declared a conflict of interest and did abstain from voting on the ratification of August 2009 bills. President Storey asked Chief Keady about the \$70 charge to US Airways. Chief Keady reported that this was a baggage fee for coming back from the Fire Academy. President Storey also discussed some of the costs the District pays annually to companies. As an example, the District pays \$45,700 a year to Henry Schien for EMS supplies. The District pays Hunter Communications \$76,000 a year for our Internet and our upgrade. She gave a few other examples to the Board.

Director Schuster asked how the fees for the Sheriff's office are being tracked. Phil replied that the District pays the utility bills and then invoices the Sheriff's office for these expenses. Director Schuster then asked if the District was billing the Sheriff's office for rent. Chief Wenzel indicated that this would be discussed under Executive Session. A motion was made for ratification of the August 2009 bills by Vice President Scott, seconded by Director Schuster, carried unanimously, with one abstention.

7. Informational Reports

Administration

a. Update on the A.R.R.A. Fire Station Construction Grant

Chief Wenzel reported that the District has been asked for additional information regarding the application for the ARRA Grant. Staff was able to get all of the information together by the request deadline. The information included budgets, plans, pictures, etc. The District has not received final word on the award of the grant. Vice President Scott asked how much money has been invested in this project so far. Phil will research the costs.

b. August 2009 Web Site Statistics

The Board reviewed the web site statistics for the month of August.

c. October Chief Officers and Duty Chiefs schedules

Chief Wenzel presented the Board with the Chief Officer and Duty Chief calendars for the month of October.

d. Thank you letters

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

e. September Fire Chief's Community Activity Memo

Chief Wenzel reviewed his activity report for the month of September. President Storey asked who attended the luncheon at Pelican Pointe. Chief Wenzel indicated that he attended, as well as Chief Keady and all of the new firefighters and some of the on-duty crews. Chief Wenzel reported that each of the crews sat at different tables with the residents.

f. Other reports of the Fire Chief

Chief Wenzel reported on his trip to the International Association of Fire Chiefs conference. He commented that it was not only a good conference, but he was able to meet with chiefs from all over the country and discuss leadership in difficult times. The conference classes reflected the current economy and ideas for revenue and cutting costs.

g. Open House for Fire Prevention

President Storey clarified that the Open House that was scheduled for October 10th has been rescheduled to November 8th. She would like to see this moved back to October due to the cold weather. She indicated that the weather may play a role in getting outside attendees. After much discussion between the Board and attendees, it was decided to hold an Open House / Station Dedication in October.

Operations

a. Incident Activity through August 31, 2009

The Board reviewed the monthly statistics through August 31st. Chief Spradley reported that the District is running about 300 calls less than this time last year.

b. September Operations Chief Community Activity Memo

Chief Spradley presented his activity memorandum for the month of September. President Storey asked about the request for Fire District's attendance at Veteran's Park on September 11th. Chief Spradley indicated that there was an engine crew present at the event. Chief Spradley also reported that the District had several requests for events happening on September 11th. President Storey had a few other questions for Chief Spradley regarding his report.

Training/Ambulance

a. September Training Calendar

Chief Keady reviewed the monthly training calendar with the Board. He reported that there is training everyday with the new recruits. He also invited the Board to the Academy Graduation on September 29th at 7:00pm at Station 2. Vice President Scott asked if he could speak at the Graduation. Chief Keady indicated that there will be a section on the evening's agenda for speakers.

b. August Training Statistics

The Board reviewed the training statistics for the month of August. Chief Keady is going to start addressing some of the attendance at training. The actual number of training hours is at about 50% of the projected hours. Chief Keady will be reviewing this.

c. September Training Chief Community Activity Memo

Chief Keady reported that he is working with the Health Department as the Liaison Officer for the H1N1 incident management team. Chief Keady also reported that he is continuing to work on the issues with the Butte Valley Ambulance Service.

d. EMS Billing Reports

Chief Keady reported that Dorothy Stuntebeck will be out for a while longer. The District is currently using a temporary employee that is working hard at keeping the billing and income level high.

Prevention

a. 2009 Fire Prevention Proclamation

Deputy Fire Marshal Rice presented the Fire Prevention report in Chief Kenworthy's absence. DFR Rice indicated that Fire Prevention week is October 4-10, 2009. Secretary-Treasurer Rod Green made a motion to accept the 2009 Fire Prevention Proclamation, seconded by Vice President Scott, carried unanimously.

b. September Fire Marshal Community Activity Memo

The Board reviewed the Fire Prevention Activity Memorandum for the month of September.

8. Adjourn

The Board adjourned to Executive Session at 8:00PM under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations and 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions, and 192.660 (2) (i) performance evaluation of public officers and employees. The Board of Directors did not reconvene to regular session

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, October 20, 2009 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR