

**Board of Directors
Minutes**

Regular Meeting

February 23, 2010

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 via video conference
Rod Green, Secretary-Treasurer
Mike Harrigan, Director

Members Absent: Alan Scott, Vice President
Rich Schuster, Director

1. Call Meeting to Order

Secretary-Treasurer Green called the meeting to order at 7:04PM.

2. Pledge of Allegiance

Secretary-Treasurer Green led the Board and attendees in the Pledge of Allegiance.

3. Approval of the Agenda

Secretary-Treasurer Green reported that there will not be Executive Session at the end of the meeting. A motion to approve the agenda was made by President Storey, seconded by Director Harrigan, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. December 2009 Report

Phil Hull reviewed the December 2009 Financial Report. At the end of December 2009, which is 50% through the year, the District is at 75.4% Revenue and 48.8% Expenditures. He then proceeded through the report. The Operations Division is at 49.7% expended, Prevention is at 55.5%, Administration is at 41.5%, Training is at 28.5%, and Hazardous Materials is at 49.4%. There have been no expenditures out of the Reserve Funds. After the discussion, President Storey made a motion to accept the financial reports for December 2009, seconded by Director Harrigan, carried unanimously.

b. January 2010 Report

Phil Hull presented the January 2010 Financial Report. The District is currently 59% of the way through the fiscal year. Revenue is at 76.3% and Expenditures are at 58.5%. He presented the rest of the report, indicating that the Operations Division is at 59.8% expended, Prevention is at 61.8%, Administration is at 50.5%, Training is at 33.5%, and Hazardous Materials is at 53.6%. Again, there have been no expenditures in the Reserve Funds. After the discussion, President Storey made a motion to accept the financial reports for January 2010, seconded by Director Harrigan, carried unanimously.

c. Update on the Audit

Phil reported that the Auditors are still working on the audit.

6. Action Items

a. Approval of Sale – Wocus Road

Chief Wenzel requested approval from the Board of Directors to sell the Wocus Road property to Klamath County for \$110,000. Director Harrigan made a motion to sell the Wocus Road property Klamath County for \$110,000, seconded by President Storey, carried unanimously.

b. Acceptance of the ARRA Station Grant

Chief Wenzel requested the Board of the Directors acceptance of the ARRA Station Grant. The Fire District applied for this grant in July of 2009 for fires station construction. The amount FEMA has awarded in grant form is \$4,997,804. In addition, the Fire District will need to find additional funding to complete the project. The District has been researching USDA funding options for these additional funds. Director Harrigan asked Attorney Hedlund if he had reviewed the award documentation. He indicated that he has not had a chance to look at it, but intends to do so. Chief Wenzel reported that he would like to schedule a workshop for the Board to review the grant documentation and plans we have so far. President Storey made a motion to accept the ARRA Station Grant, seconded by Director Harrigan, carried unanimously.

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

c. Approval of the Medical Electronic Services Agreement with ODS

Chief Keady reported that this Medical Electronic Services Agreement with ODS has no financial bearing on the District. It is an agreement with a company that we are going to be doing electronic billing with that we will protect their information and they will protect ours. Chief Keady indicated that there may be more of these contracts since we have gone to electronic billing. President Storey asked Attorney Hedlund if he had reviewed this. He commented that he had and he did not have any issues with it.

Chief Keady asked if the Board wanted to continue to see these contracts. President Storey indicated that she feels the Board needs to approve all contracts and she would like them brought before the Board. Attorney Hedlund commented that this would be the safest thing to do. President Storey made a motion to approve the Medical Electronic Services Agreement for Chief Wenzel to sign, seconded by Director Harrigan, carried unanimously.

d. Approval of the Electronic Claims Submission with Atrio Health Plans

President Storey asked Attorney Hedlund if he had reviewed this contract as well. He indicated that he had not. He asked Chief Keady if these were standard regulations that would be easy for the Fire District to comply with. Chief Keady replied that they are the HIPAA laws. Attorney Hedlund commented that he was fine with the contract. President Storey made a motion to approve the Electronic Claims Submission Agreement for Chief Wenzel to sign, seconded by Director Harrigan, carried unanimously.

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

e. Approval of the December 15th Regular Meeting Minutes

Director Harrigan made a motion to approve the minutes, seconded by President Storey, carried unanimously.

f. Ratification of December 2009 Bills

A motion was made for ratification of the December 2009 bills by President Storey, seconded by Director Harrigan, carried unanimously.

g. Ratification of the January 2010 Bills

A motion was made for ratification of the January 2010 bills by President Storey, seconded by Director Harrigan, carried unanimously.

7. Informational Reports

Update on insurance and additional information – Jeff Griffin, Wilson Heirgood

Jeff Griffin was not present at the meeting. This item will be tabled for the March 2010 meeting.

Administration

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

Chief Wenzel reported that this is the grant that the Board accepted earlier in the meeting. Currently, the committee is using the Incident Management Team concept with managing the grant and designing the building. Chief Wenzel will go over this process during the workshop with the Board. The committee is currently working on a checklist for the Environmental Assessment and Historic Preservation. If it is determined that we need to do an Environmental Assessment, FEMA has additional funds outside of the grant to cover the cost of this.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that this is a grant that the Fire District applied for in order to seismically upgrade Station 6. The District was notified that they have received this award. We are currently completing paperwork for the State and then we have to wait until later in the year when the State sells bonds to fund this. Chief Wenzel commented that this grant would help to strengthen Station 6. He also commented that there may be an agenda item later down the road to accept this grant. The total of the award was \$1.2 million.

c. February/March Chief Officers and Duty Chiefs schedules

The Board reviewed the February and March Chief Officer and Duty Chief schedules. The Board did not have any questions on this.

d. January Web Site Statistics

The Board was presented with the January Web Site Statistics. Director Harrigan commented that he would like to see the map of the United States indicating where people are located that visit our web site.

e. Thank you letters

The Board reviewed the Thank You letters that were received over the last couple of months.

f. January/February Fire Chief's Community Activity Memo

Chief Wenzel presented his January and February Community Activity Memo. President Storey asked if Chief Wenzel's Wyoming trip was successful. Chief Wenzel reported that it was.

g. Other reports of the Fire Chief

Chief Wenzel had no additional reports.

Operations

a. Incident Activity Report – 2006 through 2009

Chief Spradley presented the Incident Activity Report for 2006-2009, showing a four year span. Chief Spradley commented that, across the nation, the percentage of calls is trending down.

b. Incident Activity through January 31, 2010

Chief Spradley then presented the January 2010 report. He pointed out that the number of calls in January alone increased between 2009 and 2010.

c. January/February Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's January and February Community Activity Memos. Chief Spradley pointed out that Firefighter James Poore reached 25 years of service and Firefighter Steve Leslie reached 15 years in January. Chief Spradley added that Captain Mick Mulvey retired from the Fire District effective February 20th with 28 years of service.

Training/Ambulance

a. February Training Calendar

Chief Keady presented the February training calendar for the Board to review.

b. Training Statistics for all of 2009

The Board reviewed the Training Statistics for all of 2009.

c. January 2010 Training Statistics

The Board reviewed the Training Statistics for January of 2010.

d. January/February Training Chief Community Activity Memo

Chief Keady handed out his January and February Community Activity Memo. Chief Keady reviewed this memo.

e. December 2009/January 2010 EMS Billing Reports

Chief Keady reviewed his December 2009 and January 2010 EMS Billing Reports. He indicated that that his goal is to break \$150,000 total revenue every month until the end of the fiscal year. If they do this, they should be able to reach their budgeted revenue. He pointed out that the insurance numbers of what is billed should come closer and closer each month to what is received due to the electronic billing.

Chief Keady also reported that Carter Jones, the collection agency used by billing, has contacted the Fire District regarding the option of adding the cost of the collection agency to the total cost collected. This would allow the District to collect our full amount. Chief Keady indicated that he is not in favor of this option. President Storey asked to see more details on this option. She also asked if there were other District doing this. He replied that there were no Districts doing this, but agencies like Parole and Probation are doing it. Chief Keady can get a background on these agencies that are currently doing this. Chief Keady also reported that there is about \$2.5 million sitting in bad debt at the collection agency. He indicated that we sent more to collections in 2009 than ever before. He reported that the District may be in a position to sell all of this bad debt to Carter Jones. He can research this further if the Board is interested.

Prevention

a. January/February Fire Marshal Community Activity Memo

Chief Kenworthy was not presented at the meeting. Deputy Fire Marshal Rice presented the January/February Community Activity Memo in his place. DFM Rice commented that the meeting Chief Kenworthy attended on February 3rd regarding the water line to Henley High School. This has been an issue for about three year. Currently the pipes in this area are not big enough for water supply. Fire Marshal Kenworthy is encouraging the groups to put in larger pipes for water supply.

8. Adjourn

The Board adjourned at 7:45PM.

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, March 16, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR