

**Board of Directors  
Minutes**

**Regular Meeting**

**March 16, 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  
Alan Scott, Vice President  
Rod Green, Secretary-Treasurer  
Rich Schuster, Director (via telephone)

**Members Absent:** Mike Harrigan, Director

**1. Call Meeting to Order**

President Storey called the meeting to order at 7:12PM.

**2. Pledge of Allegiance**

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

**3. Approval of the Agenda**

Chief Wenzel reported that Jeff Griffin would not be present at the meeting and that item will be tabled for the April meeting. In addition, there will not be Executive Session held at the end of the meeting. President Storey added Administration Item h. Discussion of a date for the Board of Directors workshop. A motion to approve the revised agenda was made by Vice President Scott, seconded by Secretary-Treasurer Green, carried unanimously.

**4. Public Comment**

There were no public comments.

**5. Financial Reports**

**a. February 2010 Report**

Phil presented the February 2010 Financial Report. He asked the Board of Directors if they would like to continue to see the separate reporting of the fuel costs. The Board indicated that they do not need to see this, unless fuel prices become unstable again. Phil then continued through the report. At 67% of the way through the year, Revenue is at 82.2% and Expenditures are at 65.9%. Vice President Scott asked how Revenue was looking compared with past years. Phil reported that revenue is down at this time of the year, but that is affected by companies like Jeld-Wen choosing the payment options instead of paying it all up front to receive the discount. Phil reported that the District should continue to receive more from taxes throughout the year.

President Storey asked what the \$13,000 in MISC REVENUE was from. Phil did not know. He will review the deposits and report at the next Board meeting. President Storey also asked about donation money and where that gets deposited. Phil reported that most of it goes in the Firefighter Emergency Benefit Fund, except for when people add on to their FireMed subscription. President Storey reported that she had a friend donate \$750 in December and it is not reflected in the Firefighter Emergency Benefit Fund. Phil indicated that the money probably just got miscoded when it came in and he will reallocate it. President Storey would like to discuss these funds during the Board workshop. She would like an accounting of all money from July 1, 2009 at the workshop.

Phil proceeded through the Expenditures. The Operations Division is at 67.6% expended. President Storey asked about the OT & VACATION, which has exceeded the budgeted amount. Chief Wenzel reported that the Fire District will be scheduling a Supplemental Budget to draw funds from other areas to make up for that. Prevention is 66.2% expended. President Storey asked why Prevention OT & VACATION is at 203.3%. Phil reported that this represents the portion of vacation payout for the two Deputy Fire Marshals. This money was not budgeted in the Leave Reserve Fund, due to the other retirements that were not anticipated. Administration is at 56.9% expended. Training is at 44.2% and Hazardous Materials is at 59.4% expenditures. President Storey asked if there was any money for the Firefighter Emergency Benefit Fund from the Employee Appreciation Dinner. Phil indicated that there is money, but that money has not been turned over to him for deposit. After the discussion, Director Schuster made a motion to accept the financial reports for February 2010, seconded by Vice President Scott, carried unanimously.

**b. Update on the Audit**

Phil reported that there was not much to update. The Audit is getting down to the final few details. He indicated that the auditors are asking for records from June 30<sup>th</sup> until now because they are required to report anything up until the time the report is issued. President Storey commented that Phil has informed her that our auditing standards will change because of the grants the Fire District has received. She wanted to make the Board aware that the Fire District will end up paying more money. Chief Wenzel indicated that he will check to see if the additional amount for auditing can come out of the grants funds.

**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 the Medical Electronic Services Agreement with Medi-Cal**

Chief Keady reported that this is another contract for electronic billing, this time with Medi-Cal. Attorney Hedlund has reviewed this contract and indicated that there are no financial repercussions. Vice President Scott made a motion to approve the Medical Electronic Services Agreement with Medi-Cal for Chief Wenzel to sign, seconded by Secretary-Treasurer Green, 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. Letter of support from the Board of Directors for Chief Wenzel to apply for the four- year Director position with the Oregon Fire Chiefs Association.**

Secretary-Treasurer Green made a motion to support Chief Wenzel to apply for the four-year Director position with the Oregon Fire Chiefs Association, seconded by Director Schuster carried unanimously.

**c. Approval of the February 23<sup>rd</sup> Regular Meeting Minutes**

This item was tabled due to lack of a quorum from the February 23<sup>rd</sup> meeting.

**d. Ratification of the February 2010 Bills**

President Storey reported that she got most of her questions answered by Phil prior to the meeting. She does have a concern about two employees traveling to the same training but not lodging together. It was clarified that one of the rooms was reimbursed by the State for HazMat training. President Storey had a question about the Page, Wolfberg, and Wirth training that Tonja Bailey and Chief Keady are attending. She has reviewed the brochure on the training and she feels it is an excellent billing class to send them both to. A motion was made for ratification of the February 2010 bills by Secretary-Treasurer Green, seconded by Director Schuster, carried unanimously.

## **7. Informational Reports**

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

This item was tabled until the April meeting.

#### **Administration**

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

Chief Wenzel reported that the Fire District has submitted information back to FEMA in Washington DC regarding the specifics of the property and whether an Environmental Assessment will need to be done. It was determined that we will be required to complete this. FEMA has awarded an additional amount, above the grant funds, to cover the cost of this assessment. We are working on getting the proposals from a few companies for conducting the assessment. This also includes the historical preservation. Chief Wenzel also reported that the committee working on this project is using the Incident Management Team approach. They are meeting once a week to set objectives for the week.

##### **b. Update on the Seismic Upgrade Grant for Station 6**

Chief Wenzel updated the Board of Directors on the status of the Seismic Upgrade Grant. The Fire District was tentatively awarded this grant for \$1.2 million to upgrade Station 6. We are completing the paperwork to verify that we can upgrade Station 6. This will be discussed further at the Board workshop.

##### **c. April Chief Officers and Duty Chiefs schedules**

The Board reviewed the April Chief Officer and Duty Chief schedules.

##### **d. February Web Site Statistics**

The Board was presented with the February Web Site statistics.

##### **e. Thank you letters**

The Board read the one thank you letter received this month.

##### **f. March Fire Chief's Community Activity Memo**

Chief Wenzel presented his monthly activity memo. The Board asked how he did in the Seattle Stairclimb. He indicated that he completed the climb up the 69 flights of stairs in the Columbia Tower. President Storey asked who all went. Chief Wenzel reported that it was Dave Penicook, Dave Sonneman, Jeff Frost, Cory Curtis, Kyle Schultz, Scott Brainard, and Tom Kerley also represented the Fire District.

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

Chief Wenzel had no other reports.

##### **h. Discussion of a date for the Board of Directors workshop**

The Board agreed that Saturday, March 20, 2010 at 9:00am at the Center for Occupational Health would be the best time for a workshop. Director Schuster and Director Harrigan may not be able to attend at that time. Stacy will send the meeting recording to the absent Directors.

#### **Operations**

##### **a. Incident Activity through February 28, 2010**

Chief Spradley presented the Incident Activity report through the month of February. He indicated that calls are trending down again this year.

##### **b. March Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's monthly activity report. President Storey asked about the meeting on the 8<sup>th</sup> with a citizen regarding staffing. Chief Spradley confirmed that had to do with Station 5. Chief Spradley indicated he was able to answer most of the citizen's questions. Chief Spradley also reported that Firefighter

John Hogan's last day will be on March 23<sup>rd</sup>. Vice President Scott commended the crews who responded to the fire at Wal-Mart on Saturday, March 14<sup>th</sup>. Chief Spradley reported that he has been contact by a citizen inquiring about how her mother's estate can make a donation to the Firefighter Emergency Benefit Fund. Attorney Hedlund is working with the citizen. Chief Spradley commented that this donation is strictly due to repeated responses from our Fire District. The Board commented that this type of donation really speaks for the Fire District.

**Training/Ambulance**

**a. March Training Calendar**

Chief Keady presented the monthly training calendar.

**b. February 2010 Training Statistics**

The Board reviewed the training hours for the month of February 2010.

**c. March Training Chief Community Activity Memo**

Chief Keady added that the Fire District has been using the Lucas Device in the field as a test for about the last six months. These were very successful and the Fire District will be looking at purchasing some of these in the future, possibly working with the grant committee. Chief Keady also reported that the Fire District will no longer be able to renew our service contracts on the LifePak 10s.

**d. February 2010 EMS Billing Reports**

The Board reviewed the February 2010 EMS Billing Reports. Chief Keady commented that if income remains the same for the next four months, this will exceed the estimated revenue. Chief Keady also reported that Carter Jones is interested in purchasing the Fire District bad debt that has been turned over to collections. He will continue to research this option. President Storey would like to see an aging report of the debt that has been turned over.

**Prevention**

**a. March Fire Marshal Community Activity Memo**

Chief Kenworthy was not in attendance at the meeting Deputy Fire Marshal Rice presented the Fire Prevention report. President Storey asked about the covered parking area at the new City Police Department. DFM Rice indicated that this covered carport must have sprinklers, but that was missed in the initial plan reviews. DFM Rice also reported that three juveniles' were found to have started the fire at Wal-Mart. At least one of them has been cited for the fire. The Fire District intends to bill for suppression costs.

**8. Adjourn**

The Board adjourned at 8:10PM.

**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, April 20, 2010 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**