

**Board of Directors
Minutes**

Regular Meeting

May 18, 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
Alan Scott, Vice President
Rod Green, Secretary-Treasurer
Rich Schuster, Director (via video conference)

Members Absent: Mike Harrigan, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:05PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

The Board added item i. Approval of New Health Care Provider under the Action Items. Vice President Scott made a motion to approve the agenda as amended, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. April 2010 Report

Phil Hull presented the Financial Report for the month of April 2010. Vice President Scott asked if Phil had noticed a reduction in revenues this year. Phil reported that it was hard to say because the final Jeld-Wen payment will be made in May. Phil believes he will have a better estimate at the end of May. Phil continued on through the financials. He reported that the General Fund is at 86.3% of revenue and 79.9% of expenditures, at 83% of the way through the fiscal year. The Operations Division is at 82% expended, Prevention is at 71.6%, Administration is at 70.4%, Training is at 61.2%, and Hazardous Materials is at 70%. President Storey asked about the INTEREST line item in the Administration Division. Phil indicated that this may be some of the interest that should have been allocated to the Debt Service Fund. He will research this line item. President Storey also asked if TECH SERVICES could be split into two line items to show how much was paid for architectural fees towards Station 3. Phil indicated that this could be split out into a new line item and reallocated before the end of the fiscal year. After the discussion, Secretary-Treasurer Green made a motion to accept the financial reports for April 2010, seconded by Director Schuster, carried unanimously.

b. Update on the Audit

Phil reported that he has been in contact with the Auditors and there are a couple of loose ends that they are working on. They have guaranteed the audit will be completed by the end of May. President Storey and the rest of the Board indicated they would all like a copy when the District receives the final audit. Phil will contact everyone.

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 Systems Services Agreement with TriTech

Chief Keady reported that the Board reviewed this contract last month, but did not approve it because the invoice for the cost was not included. This contract is for the service agreement for the ambulance billing software the District currently uses. President Storey asked if this had been budgeted for. Chief Keady replied that it had. Attorney Hedlund reported that he has reviewed the contract and he is fine with it. Secretary-Treasurer Green made a motion to approve the Medical Electronic Systems Services Agreement with TriTech for Chief Wenzel to sign, seconded by Director Schuster, carried unanimously.

b. Approval of Contract for Services to be provided to Klamath Co-Generation Project

Chief Keady reported that the Fire District is decreasing the amount of services offered to the Co-Gen, but not decreasing the cost of the contract. Attorney Hedlund indicated that he met with Chief Keady and clarified any concerns that he had. Vice President Scott made a motion to approve the Contract for Service to be provided to the Klamath Co-Generation Project for Chief Wenzel to sign, seconded by Secretary-Treasurer Green, carried unanimously.

c. Approval of Contract with Manley Services

Chief Spradley reported that this is a renewal contract for the IRS 125 Flexible Spending Account. He indicated that it is an updated contract to comply with the updated HIPAA standards. Secretary-Treasurer Green made a motion to approve the Contract with Manley Services for Chief Wenzel to sign, seconded by Vice President Scott, carried unanimously.

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

d. Health Insurance Renewal effective June 1, 2010

Chief Wenzel reported that the Insurance Committee has met several times with the District's Agent of Record. Chief Spradley handed out the comparisons the committee had reviewed. The Insurance Committee narrowed it down to the current plan with Pacific Source or switch to a new plan with ODS. Pacific Source has an increase of 17.7%, which is approximately \$110,000. Switching to ODS would save the Fire District around \$80,000. The Insurance Committee is recommending switching to ODS. Vice President Scott commented on the good work that the Insurance Committee did. Secretary-Treasurer Green made a motion to follow the recommendation of the Insurance Committee to award the Fire District Health Insurance to ODS, seconded by Vice President Scott, carried unanimously.

e. Acceptance of the Fire District 2010 Strategic Plan

President Storey commended everyone involved with putting together the Strategic Plan. She commented on a few of the programs included in the plan. She also discussed creating a public award that would be given out at the annual awards banquet. This award would be presented to a citizen who has participated in activities with the Fire District. Vice President Scott made a motion to accept the 2010 Strategic Plan, seconded by Secretary-Treasurer Green, carried unanimously.

f. Approval of the April 20th Regular Meeting Minutes

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

g. Approval of the April 29th Special Meeting Minutes

Secretary-Treasurer Green made a motion to accept the minutes, seconded by Vice President Scott, carried unanimously.

h. Ratification of the April 2010 Bills

A motion was made for ratification of the April 2010 bills by Secretary-Treasurer Green, seconded by Vice President Scott, carried unanimously.

i. Approval of the new Health Care Provider

Secretary-Treasurer Green made a motion to appoint Wilson Heirgood as the Health Care Provider 3rd Party Administrator, seconded by Vice President Scott, carried unanimously.

7. Informational Reports

a. Discussion on the Limited Written Agreement with Pine Grove Works, Inc

Attorney Hedlund reported that, while addressing the limited liability issues brought up by the Board of Directors at their last meeting, he realized the potential ethical issues with a private party using District resources and the District receiving money from it. The District has decided to pull this item from the Board's consideration. Vice President Scott indicated that Mr. Hagen with Pine Grove Works needs to understand the reasons why the District is pulling this item.

Administration

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

Chief Wenzel reported that the District continues to move forward on this project. Currently, we are working on the preliminary site plans, which are needed in order to do the Environmental Assessment required from FEMA.

b. Update on the Seismic Upgrade Grant for Station 6

This upgrade is on hold pending the sale of Bonds scheduled for July.

c. June Chief Officers and Duty Chiefs schedules

The Board was presented with the June Chief Officer and Duty Chiefs schedules.

d. April Web Site Statistics

The Board reviewed the April Web Site Statistics.

e. Thank you letters

The Board read the thank you letters received over the last month.

f. May Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly community activity memorandum. He reported that he has spoken to a representative from ODOT regarding placing signs on major roads along the Fire District boundaries. He will research more the standards and costs of these signs.

g. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through April 30, 2010

Chief Spradley reported that calls are down again this year. This has been the trend for a couple of years now.

b. May Operations Chief Community Activity Memo

Chief Spradley pointed out that there was a structure fire all-call on May 2nd. This was a small out building and was completely contained to the exterior building. He also reported on the Traffic Control Board that he currently sits on.

Training/Ambulance

a. May Training Calendar

Chief Keady reported that three new firefighters started their training academy on Monday, May 17th. The second half of the May monthly training calendar is dedicated to the training academy.

b. April 2010 Training Statistics

The training hours for the month of April exceeded the projected hours. This is due in part to Chief Keady holding the crews more accountable for completing their training rosters.

c. May Training Chief Community Activity Memo

President Storey commented on the good newspaper article regarding the county ambulance issues. Chief Keady reported that the Fire District will now become the keeper of the Simulator Mannequin in the area. Chief Keady is also following up with the State regarding being our ambulance collection agency. He reported that at this time Special Districts are not part of the agencies the State will do collections for. Chief Keady is also working with other local agencies regarding a training tower in the area.

d. April 2010 EMS Billing Reports

Chief Keady reported that Ambulance Billing is on track to receive \$1.6 million this fiscal year.

Prevention

a. May Fire Marshal Community Activity Memo

Fire Marshal Kenworthy was not present at the meeting. Deputy Fire Marshal Scott Rice presented the Fire Prevention Community Activity memorandum. He reported that the structure fire on May 2nd was a result of embers from an outdoor open burn. DFM Rice also reported that he attended the Life Safety Team meeting in Salem where there was discussion on Fire Department using Twitter, You Tube, and Facebook. They are using this type of social media to get exposure to the public.

8. Adjourn

The Board adjourned at 8:22PM.

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, June 15, 2010 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR