

**Board of Directors  
Minutes**

**Regular Meeting**

**August 17, 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  
Mike Harrigan, Director  
Mike Jones, Director (following Swearing-In)

**Members Absent:** None

**1. Call Meeting to Order**

President Storey called the meeting to order at 7:00PM.

**2. Pledge of Allegiance**

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

**3. Approval of the Agenda**

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

**4. Public Comment**

President Storey read the following statement from Director Schuster:

“I have been going over this in my mind for some time. I REALLY didn’t want to resign, but I know that it is what it best. I am not effective with the current arrangement, and the District deserves better. I want you to know personally, that I have really appreciated working with you and learning from you. I think that if more people knew how and why you hold people accountable, and work so hard to ensure that the district has the community’s interests at heart – you would have an easier time in everything you do. Thank you for all of your hard work.

My only wish is that we could communicate better with the employees of the District, because I know that they are getting their info from Union leadership, and it is not accurate as to the way the board functions and our purpose overall.

I have one issue that I wanted to talk about with you, just to find out your thoughts and what we may possibly do to correct it, but it will be out of my hands now. ‘Southview’, where I purchased my home, does not meet fire code for egress. They have only one entrance/exit, but have about 102 homes. My understanding is that they are required to have a second entrance/exit in case there is an emergency or brush fire. I would hate to see anyone hurt up there. If this is of any interest to you, let me know and I will tell you all that I know about it, but this covers it for the most part.

I am only sending this letter to you, until you have read it through. I wanted you to be the first to know. When you have read and give me the go ahead, I will send a copy to Stacy, and I would assume it would be appropriate for her to release it to the newspaper as well?

I have a person that I have talked with (I approached him because of his abilities) and he has told me he would be interested in taking my place for the remainder of the year. His name is Mike Jones and I believe

that he could bring a lot to the table if you are interested in meeting with him. He is the superintendant of CE on the base (running all the maintenance functions for support). The base fire department, grounds maintenance, electrical, etc... all fall under him, and he has a lot of experience working with the union workers and their specific issues. With his management and budget experience, I really think he could be a great asset.

Let me know what you think. I really appreciate everything – just wish we could do this over lunch instead of through an email – way too impersonal.” - Richard A. Schuster

The Board of Directors accepted Director Schuster’s resignation. President Storey announced a vacancy on the Board of Directors. Vice President Scott made a motion to appoint Michael Jones to the remainder of the term for Position 2 on the Board of Directors, seconded by Director Harrigan, carried unanimously.

### **Swearing In of New Board of Director Member**

Appointed Director Michael Jones was administered the Oath of Office by Stacy Brainard, Notary Public of Oregon.

President Storey then asked if there was any additional Public Comment. Captain Clanton asked to speak. He stated that he finds the comments made by Past Director Schuster as intriguing. He also addressed the Board regarding the construction projects the District currently has going on. He is not sure where the District is in the process, but he understands that the District is going to take out additional funds for these projects. His question to the Board is how the District can afford such things given our current staffing issues, equipment issues, and stuff like that. Further, he is not alone in these feelings, he can only speak for himself, but there are line personnel who also have the same questions. At some point it would be nice to have some disclosure of how the District intends to fund these projects above and beyond the grant.

## **5. Financial Reports**

### **a. 2009-2010 Audit Report**

Andy Peterson with Molatore, Scroggin, Peterson, and Company was present to answer any questions the Board had regarding the 2009-2010 audit. He briefly reviewed the audit report. He did not go through the audit in any great detail. President Storey commented that she noticed there were a lot of journal entries. Mr. Peterson went through the Management Communications Package and reviewed some of the journal entries. He indicated that he and Phil have a plan to work together to make these less for the current audit. Mr. Peterson proposed having a work session with Phil to understand the journal entries to understand what has happened in the past. He also indicated that he is ready to start on the current audit and will schedule a time to sit down with Phil to create a calendar to get reports in a timely manner. Mr. Peterson reported that there are no disagreements with management. Vice President Scott made a motion to accept the 2009-2010 Audit, seconded by Secretary-Treasurer Green, carried unanimously.

### **b. July 2010 Report**

Phil Hull presented the July 2010 Financial Report. President Storey pointed out that the Cash Balances report says “2009” and should be changed to “2010”. Phil then continued through the report. We are currently 8% through the fiscal year. Total Revenue is at 2.3% and Expenditures are at 7.6%. President Storey asked if Phil knew what the Budget Carryover is and he indicated that he does not know this yet. The Operations Division is at 7.7% expended. President Storey asked about the FIREMED ADVERTISING expenditures for \$906.16 for the first month. Phil indicated that this is the only expense this line item will probably have this fiscal year. She also asked about MAINTENANCE CONTRACTS at 63.8%. Phil replied that most of these annual contracts occur in July.

The Prevention Division is currently at 7.7% expended. President Storey asked about OFFICE SUPPLIES for \$24.90 that was not a budgeted item. Phil indicated that this was most likely a misallocation and should have been inputted to Administration. He will reallocate this item. Administration is at 6.6% expended.

Training is at 5.1% expended. President Storey asked about the AIRFARE expenditures at 35.3%. Phil indicated that this was just a matter of timing for trips. Chief Keady also indicated some of this will be reimbursed to the District. Hazardous Materials is at 3.7% expended. There have been no changes in the reserve funds. He did note the addition of the new Capital Funds for the ARRA and OEM projects. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of July, seconded by Director Harrigan, 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. Attorney contract for legal services for Klamath County Fire District No. 1**

The Board reviewed the contract for Legal Services with Attorney Steve Hedlund. His current contract expired on May 31, 2010. A motion to renew the two-year contract Steve Hedlund as attorney for Klamath County Fire District No. 1 was made by Director Harrigan, seconded by Secretary-Treasurer Green, carried unanimously.

### **b. Technical Service Support Agreement for the LIFEPAK 10**

Chief Keady reported that this is a service agreement with Physio-Control for service and maintenance on the LIFEPAK 10 equipment carried on the engines. President Storey asked if this contract was budgeted for. Chief Keady indicated that it should have been budgeted for under the MAINTENANCE CONTRACTS line item. All of the service contracts were included in this line item. Chief Keady indicated that he would research this to make sure it was included in this line item. This item was tabled until further information could be provided.

### **c. Approval of the Fire Services Training Contract with Centric Elevator**

Chief Keady reported that this contract is to bring in an instructor to teach an elevator course to the line crews. President Storey asked if this had been budgeted for and Chief Keady indicated that it is included under TUITION/REIMBURSEMENT in the Training Division. Vice President Scott made a motion to approve the Fire Service Training Contract with Centric Elevator, seconded by Secretary-Treasurer Green, carried unanimously.

### **d. Approval of Sole-Source Contract with ZCS Engineering for Station 6 Remodel**

*Chief Kenworthy was responding to a fire and was not present. This item was tabled until he arrived at the meeting.*

Chief Kenworthy reported on the copy of the proposed contract with ZCS for sole-source design services for the seismic remodel of Station 6. This contract is a result of negotiations with ZCS regarding this project. In the negotiations, ZCS has agreed to try to make a deal with HSR for architectural design for the amount of money that is reflected in their proposed budget. If HSR cannot meet that budget, ZCS has the right to hire another architect. Secretary-Treasurer Green made a motion to approve the sole-source contract with ZCS Engineering for the Station 6 remodel pending confirmation of State of Oregon guidelines regarding sole-source bids by Attorney Hedlund, 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:**

### **e. Election of Board Officers**

Vice President Scott made a motion to continue with the Board Officers as they are, seconded by Director Harrigan, carried unanimously.

### **f. Approval to adjust the OEM Seismic Capital Project Fund Supplemental Budget from \$1,200,000 to the actual award amount of \$1,311,704**

This is an adjustment from the original amount of the Capital Project from \$1,200,000 to the \$1,311,704 that was awarded. Secretary-Treasurer Green made a motion to adjust the Supplemental Budget, seconded by Director Harrigan, carried unanimously.

**g. Approval of Purchase of Fire Shelters**

*Chief Spradley was responding to a fire and was not present. This item was tabled until he arrived at the meeting.*

Chief Spradley reported that fire shelters are the shelters that crews carry during wildland and/or grass fires. The shelters previously used were approximately 20 years old and no longer met the standards at the national level. This item was not carried over in the budget, but these needed to be purchased due to being in the middle of fire season. Chief Spradley reported that he believes this money will be available through the contingency as the fiscal year goes on. Director Harrigan made a motion to approve the purchase of new fire shelters, seconded by Secretary-Treasurer Green, carried unanimously.

**h. Approval for the creation of the Klamath County Fire District No. 1 Foundation**

President Storey reported that the Board of Directors had received the Bylaws and Article of Incorporation regarding the creation of the Foundation. She asked if any of the Directors had any questions, suggestions, or discussion. Vice President Scott asked if this would fall under a 501 (3) (c). Attorney Hedlund reported that the Foundation would run as a non-profit and he would be the one to file the paperwork. Secretary-Treasurer Green made a motion to approve the creation of the Klamath County Fire District No. 1 Foundation, seconded by Vice President Scott, carried unanimously. Vice President Scott asked who would be paying the money to start up the Foundation. President Storey indicated that the Fire District would pay these fees, and all costs would be deducted from the final amount transferred when the fund is established.

**i. Appointment of two Directors to the Foundation Board of Trustees**

President Storey indicated that she would like to serve on the Board of Trustees. Secretary-Treasurer Green recommended Vice President Scott to serve in the second spot. Vice President Scott replied that he is very busy. President Storey asked Director Jones if he would like to serve in the second spot. He indicated that he would. Vice President Scott made a motion to appoint President Storey and Director Jones to represent the Board of Directors on the Foundation Board of Trustees, seconded by Secretary-Treasurer Green, carried unanimously.

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

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

**k. Approval of the June 15<sup>th</sup> Regular Meeting Minutes**

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

**l. Approval of the July 27<sup>th</sup> Regular Meeting Minutes**

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

**m. Approval of the August 4<sup>th</sup> Special Meeting Minutes**

Director Jones requested that the minutes be amended to remove the title of "Senior Master Sergeant" under item 5. Vice President Scott made a motion to accept the amended minutes, seconded by Director Harrigan, carried unanimously.

**n. Ratification of the July 2010 Bills**

President Storey asked Chief Keady about his \$25.80 charge to Burger King. Chief Keady indicated that several people ate for that amount. She also asked Chief Wenzel about his charge to the International

Association of Fire Chiefs. He reported that this was for the registration fees for the upcoming IAFC Conference. Vice President Scott made a motion to ratify the July 2010 bills, seconded by Secretary-Treasurer Green, carried unanimously.

## **7. Informational Reports**

### **Administration**

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

Chief Wenzel reported that the Fire District continues to move forward with the plans for Station 3. The District is in the process of negotiating plan changes with FEMA. These include changes to the design of the building and the construction materials used. After the plans are decided on, the environmental assessment will be completed. As soon as the environmental assessment is completed, the District should be able to start demolition and relocation.

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

Chief Wenzel reiterated that the actual funds the District will receive was increased to \$1,311,704. The District has received the final signed contract and is ready to move forward with this project.

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

The Board reviewed the Chief Officer and Duty Chief schedules for the month of September.

#### **d. July Web Site Statistics**

President Storey commented that she would like to see the crew pictures on the front page of the web site updated due to retirements and new hires.

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

There were no thank you letters received in the last month.

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

Chief Wenzel presented his community activity memorandum for the month of August.

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

Chief Wenzel had not other reports.

### **Operations**

#### **a. Incident Activity through July 31, 2010**

*Chief Spradley was responding to a fire and was not present. This item was tabled until he arrived at the meeting.*

Chief Spradley reported that the call volume is slightly down from last year. This has been a trend for the last couple of years. Chief Spradley gave report on the fire he responded to earlier in the day. He reported it was a couple of acres at Steen's Sport Park. He also reported that Fire District No. 1, Fire District No. 4, and ODF responded. Chief Kenworthy reported that he believes it was an illegal electrical installation to make a well pump work. He reported that it had been there for years prior to the fire.

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

*Chief Spradley was responding to a fire and was not present. This item was tabled until he arrived at the meeting.*

Chief Spradley did not have an August community activity memo due to the short time frame between the July and August Board meeting and being on vacation.

**Training/Ambulance**

**a. August Training Calendar**

Chief Keady reported on the August training calendar. He reported that he worked with the Toyota dealership in town to coordinate training on hybrid vehicles.

**b. July 2010 Training Statistics**

The Board reviewed the training statistics for the month of July.

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

President Storey had several questions regarding Chief Keady’s month activity report. Chief Keady responded to her questions.

**d. July 2010 EMS Billing Reports**

Chief Keady reported that there is currently approximately \$750,000 in active collections and at this time, it is not reasonable to sell this debt to Carter Jones.

**Prevention**

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

Chief Kenworthy presented his monthly report. He referred to Chief Spradley’s monthly incident report. He commented that September 1, 2010 will mark the one year anniversary loss of two of the deputy positions. He reported that Deputy Rice is doing a great job on getting losses down for the year. He continued through his report. President Storey asked about the Fire Investigation Training for line personnel. Chief Kenworthy indicated that this is some basic fire investigation training that will be delivered to the line personnel. He reported that some of the training will take place during the Burn to Learn scheduled in October or November, following classroom training.

**8. Adjourn**

The Board adjourned at 8:45PM

**9. Executive Session:** *Under section 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions. The Board of Directors will 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, September 21, 2010 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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

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**VICE-PRESIDENT**

\_\_\_\_\_  
**SECRETARY / TREASURER**

\_\_\_\_\_  
**DIRECTOR**

\_\_\_\_\_  
**DIRECTOR**