

**Board of Directors  
Minutes**

**Regular Meeting**

**December 21, 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 Jones, Director

**Members Absent:** Mike Harrigan, Director

**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**

President Storey deleted item 7c. Approval of the CoGen Agreement for Services, and added item 8b. A Report on the Foundation Progress. Secretary-Treasurer Green made a motion to approve the agenda as amended, seconded by Director Jones, carried unanimously.

**4. Public Comment**

There were no public comments.

**5. Presentation – Pre-Paid Legal Services**

Corrine Adams with Pre-Paid Legal Services Inc gave a presentation on their identity theft shield and pre-paid legal services they provide. She left contact information if the crews were interested in hearing her presentation.

**6. Financial Reports**

**a. November 2010 Report**

Phil Hull presented the Financial Report for the month of November. He reported that Revenue is currently at 74.6% and Expenses are 38.7%, at 42% of the way through the fiscal year. Operations is currently at 39.4% expended, Prevention is at 39.6%, Administration is at 34.9%, Training is at 18.8%, and HazMat is at 35.2%. President Storey asked about Prevention OT & VACATION. She asked how much this item will exceed the budget. Phil indicated that this line item is misleading and he will break it out into two different items, Overtime and Vacation. President Storey also asked when Phil anticipated the audit being complete. He replied that he is anticipating the audit being done January. At that time, he will have an actual audited figure for the FF Benefit Emergency Res. Fund. Vice President Scott made a motion to accept the Financial Report for the month of November, seconded by Secretary-Treasurer Green, carried unanimously.

## **7. Action Items**

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

### **a. Approval of OneHealthPort System Participating Organization Agreement**

Chief Keady reported that this is standard agreement for electronic ambulance billing. Attorney Hedlund commented that he has reviewed the agreement and it is fine. Director Jones made a motion to accept the Agreement with OneHealthPort System, seconded by Secretary-Treasurer Green, carried unanimously.

### **b. Approval of the COCC Paramedic Field Internship Agreement**

Chief Keady reported that this is a standard agreement between the teaching colleges and the organization in which the paramedic students come and do their ride along time. Attorney Hedlund commented that he has reviewed the agreement and it is fine. Vice President Scott made a motion to approve the COCC Paramedic Field Internship Agreement, 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:**

### **c. Resolution 10-07 – Establishing Ambulance Rates for the remainder of Fiscal year 2010-2011**

Vice President Scott made a motion to read Resolution 10-07 by title only, seconded by Secretary-Treasurer Green, carried unanimously. Stacy Brainard read Resolution 10-07 by Title only. This is a resolution to establish ambulance rates for the remainder of the Fiscal Year 2010-2011. Secretary-Treasurer Green made a motion to adopt Resolution 10-07, seconded by Vice President Scott, carried unanimously.

### **d. Approval of the November 16<sup>th</sup> Regular Meeting Minutes**

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

### **e. Ratification of the November 2010 Bills**

President Storey indicated that she has some questions on ambulance transport times and meals. She is working with Chief Spradley to get her questions answered. Secretary-Treasurer Green made a motion for ratification of the November 2010 bills, seconded by Director Jones, carried unanimously.

## **8. Informational Reports**

### **a. Report on updating Board Policies – Attorney Hedlund**

Attorney Hedlund reported that he is working on updating the Board Policies. He plans to have the first three revised and to the Board for the January meeting.

### **b. Report on the Foundation Progress**

The filing with the State has been completed and Attorney Hedlund is waiting to hear back. The next step is to file with the Federal Government. He reported that this could take up to one year. President Storey asked if there was any reason that the Foundation could not open a separate bank account and put the money in it. Attorney Hedlund reported that he did not see any reason why the Foundation couldn't.

President Storey called for a motion to do this. Secretary-Treasurer Green made a motion, seconded by Vice President Scott, carried unanimously. Phil Hull asked we could use one of the two inactive accounts the Fire District currently has. President Storey commented that it would be fine to use one of these accounts. President Storey would like three people from the Foundation Committee on the signature cards.

### **Administration**

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

Chief Wenzel handed out a draft letter addressed to FEMA regarding the request for Scope Modification. He asked for any comments are forwarded to him by the end of the week. Chief Wenzel also reported that President Gurske has received a copy of this same letter. President Storey asked Chief Wenzel to email her a copy of the draft letter. Chief Wenzel commented that the Fire District will also be contacting all the local elected officials that may be able to assist with getting the request approved.

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

Chief Spradley reported that the Fire District continues to meet weekly and create and Incident Action Plan (IAP). The Fire District did receive the asbestos report back from PBS Environmental. Chief Kenworthy does not agree with everything in the report and he is working with PBS to get a revised copy of the report. The planning phase is still continuing and the architects and engineers have also met with Chief Kenworthy. Director Jones asked if anyone has researched the DEQ requirements for asbestos removal.

Chief Spradley also reported that the Fire District is working in getting quotes for asbestos removal and for a general contractor. Phil is getting ready to submit our first reimbursement request to Oregon Emergency Management for around \$25,000.

#### **c. January 2011 Chief Officers and Duty Chiefs schedules**

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

#### **d. November Web Site Statistics**

The Board was presented with the most current web site statistics.

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

The Fire District received two thank you letters since the last meeting.

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

President Storey asked for a report on Chief Wenzel's trip to the University of Wyoming. He reported that he still needs to do some work on his research proposal, but he does not need to meet with his committee again. He also gave a report about being the keynote speaker at the Klamath County Fire District No. 4 holiday party.

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

Chief Wenzel had no other reports.

## **Operations**

### **a. Incident Activity through November 30, 2010**

Chief Spradley presented the Incident Activity Report through November 30<sup>th</sup>. The upward trend is continuing. The largest part of calls is in EMS.

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

The Board reviewed Chief Spradley's monthly activity memo. President Storey asked about his meeting regarding the grant for the security systems at the stations. Chief Spradley reported this is in regards to SDAO's Safety and Security Grant and submitting a proposal to install a security system at Station 5. President Storey asked about Chief Spradley's meeting with a Running Y resident on December 3<sup>rd</sup>. Chief Spradley gave a brief report on this. He also indicated that he was at the meeting with Ty Beaver regarding the article that ran in the Herald and News. He reported that it is enrollment time for insurance. He also reported that the Fire District has sold one Ford truck and two slip-in units.

## **Training/Ambulance**

### **a. December Training Calendar**

Chief Keady presented the December training calendar.

### **b. November 2010 Training Statistics**

The Board reviewed the November training statistics.

### **c. December Training Chief Community Activity Memo**

Chief Keady reported on his December activity memo. President Storey asked about the meeting he attended regarding sports injury training. He reported that this was part of the Oregon Fire Medical Administrators Association meeting and pertained to providers who provide standby at sporting events. President Storey also asked about Chief Keady instructing the NFPA Fire Office I Class. He indicated that this is an excellent class and nine of the Fire District's employees are participating. Chief Keady also reported that there are some issues with Emergency Airlift taking ground transports between the airport and the hospital. This is not part of the ASA agreement. Chief Keady is working on this issue. The Board asked for clarification if Emergency Airlift is the air ambulance company that wants to do a joint membership through FireMed. Chief Keady clarified that this is the company. The Board indicated that they are not interested in a joint agreement. Attorney Hedlund is also involved in this issue.

Chief Keady asked the Board if they would be interested in accepting early pay-off discounts on ambulance bills. This would be for payers who do not have insurance and ask if they can pay the bill all at once, getting a discount in doing so. The Board indicated that they may be interested. Chief Keady will do more research on this idea.

### **d. November 2010 EMS Billing Reports**

Chief Keady reported that Ryan is now doing the monthly report since Tonja has left.

**Prevention**

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

Chief Kenworthy was not present at the meeting so Deputy Fire Marshal Scott Rice presented the monthly Fire Prevention report. President Storey indicated that she had some questions of for Chief Kenworthy, but she had received a response from him prior to the meeting.

**9. Adjourn**

The Board adjourned at 8:35PM

**10. Executive Session:** *Under section 192.660 (2) (i) to review and evaluate the job performance of a Chief Executive Officer. 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, January 18, 2011 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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

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**VICE-PRESIDENT**

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

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

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