

**Board of Directors
Minutes**

Regular Meeting

February 15, 2011

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
Mike Jones, Director

Members Absent: Rod Green, Secretary-Treasurer
Mike Harrigan, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:04PM.

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey added Executive Session under section 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions and 192.660 (2) (i) Performance Evaluations of a Public Officer and Employee. Vice President Scott made a motion to approve the agenda as revised, seconded by Director Jones, carried unanimously.

4. Public Comment

President Storey called for public comment.

Carl Gurske, President of Local 890 and long-time employee of the Fire District:

“My message tonight is not as long as last meeting. Again, I am before you with concerns about the Station 3 costs, past and present, with the architectural plans that we are undertaking. I can’t seem to find it in the financials in the board packet. I don’t know where we are paying the money and how much we’ve paid or how much we are going to pay. We are looking for Board action on the recommendations in our most recent audit and I would like to make a comment that we still have time to make a difference. Thank you.”

5. Financial Reports

a. January 2011 Report

Phil Hull presented the January 2011 financial report. Phil indicated that the Fire District is currently 59% of the way through the fiscal year. Revenue is at 78.4% and Expenditures are at 58.4%. He then proceeded through the details. Operations is at 59.6% expended, Prevention is at 57.9%, Administration is at 52.5%, Training is at 34.4%, and Hazardous Materials is at 47.7%. President Storey stated that in the upcoming budget, she hopes that Phil will refigure expenses as far as PERS, the PERS Pickup, and the HRA/VEBA. She indicated that we are not going to be in our budget guidelines on those items. President Storey also reported that she looked at the fuel and maintenance on the apparatus and the Fire District is still within the guidelines on these items. Phil commented that he is working with the software company to breakdown the financial reports in regards to these line items.

Vice President Scott asked if Phil had compiled a list of total ongoing expenses from the Station 3 grant project. He wanted to know how much of an impact this will have on this year's budget. Chief Wenzel reported that the total amount spent on this project so far is \$91,806.58, \$24,919.82 of which has come out of this fiscal year. There was discussion as to where these figures are shown in the monthly financials. There was also discussion that, if we are awarded the grant, the majority of these expenses will be reimbursed. Vice President Scott made a motion to accept the Financial Report for the month of January, seconded by Director Jones, carried unanimously.

b. Adding Roth IRA to Valic 457(b) plan

Phil reported that he has been approached to add an additional payroll deduction to be contributed to a Roth IRA. Vice President Scott asked how many plans were currently offered. Phil indicated that there are currently four plans offered. President Storey asked if the employees were interested in this program. Phil commented that a couple had shown interest. President Storey directed Phil to see if there was enough interest and then bring back the resolution documents to the Board.

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 Contract Agreement between the City and Fire District No. 1 for Chief Keady as a consultant on the Airport Emergency Plan

Chief Keady presented a contract agreement between the City and Fire District No. 1 for his assistance as a consultant on the updated Airport Emergency Plan. Attorney Hedlund commented that he has questions on sections 4 and 8. Director Jones commented that it is important that Fire District No. 1 participate early on in the process. President Storey commented that she has no issue with Chief Keady participating. The Board asked Attorney Hedlund to draft a letter to the City asking for a more simplified contract/agreement. Vice President Scott made a motion for the Board to approve the contract as redone by Attorney Hedlund that would suit the Fire District's interests, seconded by Director Jones, carried unanimously.

b. Public Hearing – Approval of the Findings of Fact for Exemption from the required competitive bidding for the Station 6 Rehabilitation and Remodel project and authorizing Chief Wenzel to sign the paperwork

President Storey asked for any public testimony regarding the approval of the Findings of Fact for Exemption from the required competitive bidding for the Station 6 Rehabilitation and Remodel project. There was no public testimony. Chief Kenworthy and Matt Smith, Engineer with ZCS, presented the Findings of Fact. Chief Kenworthy pointed out a few grammatical changes in the document. These changes do not affect the meaning of the document. Chief Kenworthy then gave some background information on the project. Director Jones made a motion for Chief Wenzel to sign the paperwork approving the Findings of Fact for Exemption from the required competitive bidding for the Station 6 Rehabilitation and Remodel project, including the minor editorial changes, 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:

c. Board authorization to release the Request for Proposal for a contractor for the Station 6 Seismic Upgrade

Chief Kenworthy presented the Request for Proposal for a contractor for the Station 6 Seismic upgrade. He reported that the RFP was consistent with the Findings of Fact document that the Contract Review Board reviewed previously. This document has been reviewed by Chief Kenworthy, Attorney Hedlund, and ZCS Engineering. All comments have been incorporated into the document. This Request for Proposal indicates the project completion date is January of 2012.

President Storey stated that she appreciates all the work that Chief Kenworthy has put towards this project. Vice President Scott made a motion to authorize the release for the Request for Proposal for a contractor for the Station 6 Seismic upgrade, seconded by Director Jones, carried unanimously.

d. Approval of the December 23rd Special Meeting Minutes

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

e. Approval of the January 18th Regular Meeting Minutes

Minutes could not be approved due to lack of a quorum from that meeting.

f. Ratification of the January 2011 Bills

President Storey had questions on checks to the City of Klamath Falls for Station 6, Valley Door, Avista Utilities for the Lakeshore Station, and Pacific Power and Light for Station 1. She is waiting for Chief Spradley to answer. Vice President Scott made a motion for ratification of the January 2011 bills, seconded by Director Jones, 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 is meeting with the architects and drawing up revised plans. These plans should be completed within the week and then the Fire District will file the amendment to the grant through the FEMA website on Friday, February 18th. In addition, an email will be sent to the representatives at FEMA, which will include copies of the revised drawings. Chief Wenzel also reported that he will be back at the National Fire Academy during this time and he will be available to meet in person with the FEMA representatives if need be.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that everything is on track with this project. Chief Kenworthy indicated that the Fire District has submitted two requests for reimbursement and has received one back so far. He indicated that this has been a good experience and OEM is pleased with our reports.

c. March 2011 Chief Officers and Duty Chiefs schedules

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

d. January Web Site Statistics

The Board was presented with the January Web Site statistics. President Storey indicated that the calendar needs to be updated to 2011.

e. Thank you letters

The Board reviewed the Thank You notes received during the last month.

f. February Fire Chief's Community Activity Memo

Chief Wenzel reported that he is currently working with a group to look at using Jackson County Fire District #5 as a place in Southern Oregon where firefighters could work on their degree programs. President Storey asked Chief Wenzel if he had a dollar figure for the cost of insurance on Wocus Road Station. Chief Wenzel reported that insurance for that building is \$198 a year. That also covers the contents. President Storey asked if the Sheriff's Department has rental insurance to cover their contents stored in the building. She feels that the Fire District should start charging the Sheriff's Department rent since the Fire District is not any closer to selling this property to them.

g. Other reports of the Fire Chief

Chief Wenzel reported that he received a call from the National Director of ISO indicating that they are going to recognize Station 5. This will create a positive effect on the citizens in that response area. Chief Wenzel also reported that he is waiting to receive this information in writing.

Operations

a. Incident Activity through January 31, 2011

Chief Spradley was not present at the meeting. President Storey asked about the firefighters that were injured on the fire at the Mental Health building. Chief Wenzel gave an update on this fire and these injuries.

b. February Operations Chief Community Activity Memo

The Board did not have any questions on Chief Spradley's monthly report.

Training/Ambulance

a. February Training Calendar

Chief Keady presented the February Training Calendar.

b. January 2011 Training Statistics

The Board reviewed the January training statistics. Chief Keady indicated that EMT recertification hours are up due to this year being a recertification year.

c. February Training Chief Community Activity Memo

Chief Keady presented his monthly activity memo. He gave an update on the meetings with Emergency Airlift regarding a non-compete agreement. He also reported that he is working with the County regarding a re-write of the County Ambulance Law. President Storey asked about Chief Keady's meeting with Merrill Fire regarding their training program and SOGs. Chief Keady reported that he is working with the newer volunteers to get them educated.

d. January 2011 EMS Billing Reports

Chief Keady reported that the billing is down a little due to the backlog from the holiday season and being down a person. Chief Keady commented that the current person in this position is doing well.

Prevention

a. February Fire Marshal Community Activity Memo

President Storey asked about Chief Kenworthy's meeting regarding Dragonfly Transitions. Chief Kenworthy gave an update on this project. She also asked about the lack of water supply at Henley High School. Chief Kenworthy also gave a report on this issue.

b. Press Releases

The Board reviewed a copy of the memorandum regarding the fire at 1736 Menlo Way. In addition, Chief Kenworthy gave a report on the Mental Health building fire.

8. Adjourn

The Board adjourned at 8:35pm to Executive Session.

9. Executive Session: *Under section 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions and 192.660 (2) (i) Performance Evaluations of a Public Officer and Employee. 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, March 15, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR