

**Board of Directors
Minutes**

Regular Meeting

March 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
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 7:01pm.

2. Pledge of Allegiance

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

3. Approval of the Agenda

President Storey indicated that Action Item 6f. Resolution 11-03 Amending the VALIC 457(b) Plan was added to the agenda. Vice President Scott made a motion to approve the agenda as revised, seconded by Director Jones, carried unanimously.

4. Public Comment

There was no public comment.

5. Financial Reports

a. February 2011 Report

Phil Hull presented the February 2011 Financial Report. He indicated that, at 67% of the way through the year, Revenue is at 83% and Expenditures are at 66.2%. President Storey asked if the Fire Protection Contracts was still going to happen. Phil commented that this line item is for the CoGen contract and that the Fire District received the check for this contract this week. It should appear on next month's report. Phil then continued through the report. He pointed out that Operations is at 67.5% expended, Prevention is at 65.5%, Administration is at 59.5%, Training is at 40.3%, and Hazardous Materials is at 61%. President Storey asked why the budget was so far off on PERS. Phil commented that this could be due to unanticipated retirements.

President Storey asked about the status of the audit. Phil replied that he spoke with Mr. Peterson today and the Fire District is now the highest priority client. He said that they have been doing the work at the County, which has put them behind. He was not able to give Phil a specific timeline for having the audit complete. President Storey asked Phil for the auditor's phone number. She would like to speak with him. Secretary-Treasurer Green made a motion to accept the Financial Report for the month of February, seconded by Director Jones, carried unanimously.

6. Action Items

a. Approval for a 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

Chief Wenzel requested the Board for their approval for him to apply for the four-year Director position with the Oregon Fire Chiefs Association. President Storey asked about the time commitment

to the organization. Chief Wenzel reported that they have monthly meetings of the Board, held throughout the State. Vice President Scott commented that it is important for Chief Wenzel to be here for the budgeting process coming up. Vice President Scott made a motion to approve Chief Wenzel to apply for the four-year Director position with the Oregon Fire Chiefs Association, seconded by Secretary-Treasurer Green, carried unanimously.

b. Resolution 11-02 Adopting Updated Board Policy 5

Stacy Brainard indicated a few grammatical changes that Attorney Hedlund recommended. Director Jones made a motion to read Resolution 11-02 by title only, seconded by Vice President Scott, carried unanimously. Stacy Brainard read the resolution by title. This is Resolution adopting updated Board Policy Chapter 5. Vice President Scott made a motion to adopt Resolution 11-02, seconded by Director Jones, carried unanimously.

c. Approval of the January 18th Regular Meeting Minutes

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

d. Approval of the February 15th Regular Meeting Minutes

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

e. Ratification of the February 2011 Bills

President Storey indicated that she had some questions on the US Bank credit cards. She reported that the \$1,040 to Page, Wolfberg, and Wirth on Stacy's credit card will be credited back. She asked Chief Keady about his room charges at the LaQuinta in Salem. Chief Keady reported that this was for a class at DPSST he was attending. She also indicated that the Fire District has transferred the apparatus maintenance from Peterson to Sunny D. Vice President Scott asked if the Fire District has noticed prices going up lately. Chief Spradley commented that the biggest fluctuations have been with fuel prices. Vice President Scott, made a motion for ratification of the February 2011 bills, seconded by Secretary-Treasurer Green, carried unanimously.

f. Resolution 11-03 – Amending the VALIC 457(b) Plan

Phil reported that there is interest from personnel to participate in this plan. Vice President Scott made a motion to read Resolution 11-03 by title only, seconded by Director Jones, carried unanimously. Stacy Brainard read the resolution by title. This is Resolution amending the VALIC 457(b) Plan to allow for Roth Contributions and In-Plan Roth Conversions. Vice President Scott made a motion adopt Resolution 11-03, 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 has submitted a grant amendment request removing the Fire District's matching funds. He received a request back from FEMA asking for a revised budget for the new design and new amount. Chief Wenzel reported that he will be working through this for the next week. Vice President Scott commented that it is easy for FEMA to require more and more from the Fire District.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Kenworthy reviewed the Station Construction Calendar. He pointed out the following dates: 3/3/11 – Mandatory pre-proposal meeting; 3/7/11 – Deadline for contractors to submit questions regarding the Request for Proposal; 3/10/11 – Addendum to the Request for Proposal issued; 3/15/11 – Proposals due to ZCS; 3/17/11 – Evaluate the proposals; 3/22/11 – Interviews of potential

contractors; 4/1/11 – Notice of Intent to Award a contract given to the top scoring proposer; and the week of 4/11/11 – A special Board meeting for the Board to authorize the Fire Chief to sign a contract. Following this schedule, construction could begin April 25, 2011, with scheduled completion of the project January 2012. President Storey asked if there was a timeline in the grant. Chief Kenworthy commented that the Fire District is well within the timeline for the grant.

c. February Web Site Statistics

The Board reviewed the web site statistics for the month of February.

d. Thank you letters

The Board was presented with a thank you letter from Klamath County Mental Health.

e. March Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly activity memo. He gave a brief overview of the National Fire Prevention Professional Development Committee meeting he attended at the National Fire Academy. President Storey commented that Chief Wenzel paid for this trip out of his own pocket. Chief Wenzel also reported that he taught a class at the DPSST Winter Fire School. President Storey asked about the 911 Advisory Committee meeting. Chief Wenzel replied that this was the quarterly meeting. They are working on creating a formal review process for multiple agency responses.

f. Other reports of the Fire Chief

President Storey asked about the status of scheduling budget committee meetings. Stacy will research whose term is up this year. Administration will work on a list of dates for April meetings. President Storey commented that she would like to see the gross wages for all the divisions, not including overtime. She would also like to see the revenue for the ambulance, not what is billed, but what is actually received, and all the expenses for the ambulance, including apparatus, supplies, and personnel. She would like to see how much of this fiscal year's budget went to PERS retirees so that she can get a better concept of this expense.

President Storey also reported that she and Chief Wenzel received a letter from ISO stating that they will recognize the Station 5 as an operating station. This should relieve some of the expense to the homeowners in that response area. Chief Wenzel commented that he is going to meet with the Klamath County association of homeowner insurance providers. She commended Chief Wenzel and Chief Kenworthy for getting this issue resolved.

Operations

a. Incident Activity through February 28, 2011

Chief Spradley presented the Incident Activity Report through February 28th. He commented that the numbers are up this year. He pointed out that building fires are about double of what there were this time last year. Some significant fires this month included the Mental Health building fire, residential fires on Western place, Gary Street, and Wantland Street, and the fire at the Klamath County Gospel Mission Pumpkin Patch Secondhand Store. He commented that B-shift has been quite active this last month and should be commended for their responses. Chief Spradley reported that there was a great response from the off-duty crews coming in on the all calls. President Storey commented that the work done by the crews is appreciated. Chief Spradley added that the Safety Committee will be investigating the injuries that occurred on these calls.

b. March Operations Chief Community Activity Memo

Chief Spradley reported that he is working with the City Water Department regarding the meters at Station 6. There are no leaks in the water and the general meters are fine. There is an issue with the geothermal meter. He is working to see what can be done about that. This has to do with the higher bills recently. Chief Spradley also reported that he has been doing crew visits this past month.

Training/Ambulance

a. March Training Calendar

Chief Keady presented the monthly training calendar for the month of March. President Storey asked what the Driving SOG and Law class is about. Chief Keady clarified this class.

b. February 2011 Training Statistics

Chief Keady reported that the increased number of EMS hours is because it is a recertification year.

c. March Training Chief Community Activity Memo

The Board reviewed Chief Keady monthly activity memo. President Storey asked about the Firefighter I class at Crescent Fire. He indicated this is being coordinated through the Training Association. She asked a few other questions on his report and Chief Keady followed-up with these.

d. February 2011 EMS Billing Reports

Chief Keady reported that billing is down a little due to holidays. He also reported that, currently, there is an intern volunteering in Ambulance Billing. Ambulance Billing is starting to see a turn in productivity. He also gave a report on the status of Medicare reimbursements. Vice President Scott commented that he would like to know how much was actually received when all the paperwork is done.

Prevention

a. March Fire Marshal Community Activity Memo

President Storey asked about an email that Chief Kenworthy sent her regarding an ODOT traffic report survey. He gave a brief summary on this item.

b. Press Releases

The Board reviewed the press releases put out this past month. Chief Kenworthy reported that there were two arson suspects on the Pumpkin Patch fire. One passed a lie detector test and the other refuse to take a test. The second one has had his probation revoked and the investigation continues.

8. Adjourn

The Board adjourned at 8:05pm.

9. Executive Session: *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations and 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, April 19, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR