

**Board of Directors
Minutes**

Regular Meeting

May 17, 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
Bill Gourley, Director (following Swearing-In)

Members Absent: None

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 removed item 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations under Executive Session. Secretary-Treasurer Green made a motion to approve the agenda, seconded by Vice President Scott, carried unanimously.

4. Public Comment

There was no public comment.

5. Financial Reports

a. April 2011 Report

Phil Hull presented the April Financial Report. He indicated that Revenue is at 88.4%, at 83% of the way through the year. Expenditures are at a total of 84.5%. Operations is at 81.6%, Prevention is at 79.7%, Administration is at 72.2%, Training is at 48.4%, and Hazardous Materials is at 91.3%. There were no expenditures in the Reserve Funds. President Storey asked what the charges for the Maintenance Contracts were for. Phil was not sure, but he will check into this and get back to President Storey. President Storey also asked if Vacation Sell-Back is a line item in the proposed 2011-2012 budget. Phil indicated that it is included in the new budget. President Storey asked about the status of the audit. Phil commented that the field auditor is meeting with him this week. This should be the last meeting to wrap up a few items. He hopes to have a draft by next week. Vice President Scott made a motion to accept the Financial Report for the month of April, seconded by Secretary-Treasurer Green, carried unanimously.

6. Action Items

a. Appointment of Director to Board Position 4

President Storey reported that there were two applicants for Position 4. She commented that they are both well versed in what the District's needs are. The Board members have reviewed both the applications. President Storey called for a motion to appoint a new director. Rod Green made a motion to appoint Bill Gourley to Board Position 4, seconded by Mike Jones, carried unanimously. Appointed Director Bill Gourley was administered the Oath of Office by Stacy Brainard, Notary Public of Oregon.

b. Approval of the April 19th Regular Meeting Minutes

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

c. Ratification of the April 2011 Bills

President Storey commented that the check to ZCS was for the Station 6 project and has been reimbursed by the State. She also reported on several other checks. Vice President Scott made a motion for ratification of the April 2011 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 is currently negotiating with the assigned contractor and FEMA regarding the proposed budget for the project. The contractor has been providing advice on completing the budgeting documents. President Storey asked if there would be any issues with reaching the project completion date. Chief Wenzel commented that he felt the project could be completed on time, but he also felt confident that FEMA would grant an extension on the project if needed.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Kenworthy gave an update on the Seismic Grant. He reported that Diversified Contractors Inc is working closely with ZCS to fine tune the design. Chief Kenworthy also reported that the Fire District has sent out a request for quotes for qualified asbestos removal contractors. Three companies attended a walk-through at Station 6 on May 16th. Quotes are due by 2:00pm on Friday, May 19th. The Fire District will select one of the Contractors and present a final contract with them at a Special Board meeting, tentatively scheduled for Wednesday, May 25th. Everything is on schedule and on budget.

c. April Web Site Statistics

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

d. Thank you letters

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

e. April Fire Chief's Community Activity Memo

Chief Wenzel presented his community activity memo for the month of April.

f. May Fire Chief's Community Activity Memo

The Board reviewed Chief Wenzel's activity memo for the month of May. President Storey asked how the ride-along with Station 2 went. He commented that it went well, although they did not go on any

calls. President Storey also commented on Chief Wenzel's meeting with Tom Ludlow, the new Board member who will take office in July. President Storey would like to set up a meeting with him to discuss general information about the Fire District and to go over the Board members notebook.

g. Other reports of the Fire Chief

Chief Wenzel reported that he has been appointed by the Oregon Fire Chief's Association Board of Directors to fill an open spot for the next 14-months.

Operations

a. Incident Activity through April 30, 2011

Chief Spradley presented the Incident Activity report. He commented that the call trend is increasing. He doesn't have a specific reason for that. Chief Spradley also reported that there was a significant State HazMat response to the rail yard. In addition, there was a large grass fire out by the Running Y. This was a controlled burn that got out of control.

b. May Operations Chief Community Activity Memo

The Board reviewed Chief Spradley's community activity memo. He pointed out that he and Chief Keady attended the prayer breakfast event for public officials on May 7. He reported that Chaplain Roberts was a significant leader in that event. Chief Spradley reported that there were approximately 250 people in attendance. Chief Spradley also reported that the Insurance Committee is in the process of meeting, but there are some new products that the Insurance Committee is waiting to hear back on before making a recommendation to the Board. He is anticipating a recommendation at the June meeting.

Training/Ambulance

a. May Training Calendar

The Board reviewed the May Training Calendar. Chief Keady reported that the Standing Orders are scheduled to go out June 1st. In addition, there is a large airport drill on May 25th.

b. April 2011 Training Statistics

Chief Keady presented the training statistics for the month of April. He pointed out that there was a significant amount of Operations training in April, due to the newer employees getting into the apparatus training.

c. May Training Chief Community Activity Memo

Chief Keady noted that, starting next month, he will include the dates next to the items on his activity memo. President Storey asked a few questions on items on Chief Keady's report.

d. April 2011 EMS Billing Reports

Chief Keady reported that revenue in EMS Billing is down. He explained that Billing has now hired a full-time employee and is using a temporary employee and an intern to catch up on the back log from the holidays and moving. Revenue should be up next month.

Chief Keady also reported that he will be presenting the Board with a sole-source bid for the purchase of five cardiac monitors that the Fire District has received a grant for. This should be on the agenda for the next regular Board meeting.

Prevention

a. May Fire Marshal Community Activity Memo

Chief Kenworthy presented his monthly community activity memo. He reported that all the projects he is working on are going smoothly. He reported that he is researching Requests for Proposals for the Station 3 project so that we can move forward as soon as hearing back from FEMA. He also gave a further update on the Station 6 project, including meeting with the contractor regarding salvaging some of the items from the building before demolition begins.

b. Inspection Log Report

The Board did not have any questions on the monthly Inspection Log Report.

8. Adjourn

The Board adjourned to Executive Session at 7:50pm.

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.*

A Special Board of Directors meeting is tentatively scheduled for Wednesday, May 25, 2011, at 7:00 PM, at The Center for Occupational Health.

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 21, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR