

**Board of Directors  
Minutes**

**Regular Meeting**

**September 20, 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  
Bill Gourley, Vice President  
Rod Green, Secretary-Treasurer  
Mike Jones, Director

**Members Absent:** Tom Ludlow, Director

**1. Call Meeting to Order**

President Storey called the meeting to order at 7:02pm.

**2. Pledge of Allegiance**

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

**3. Approval of the Agenda**

President Storey amended the agenda to include 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. Secretary-Treasurer Green made a motion to accept the amended agenda, seconded by Director Jones, carried unanimously.

**4. Public Comment**

There were no public comments.

**5. Financial Reports**

**a. 2010-2011 Audit Process**

The Auditor was not present at the meeting. The Board had several questions regarding the 2009-2010 Audit. Phil Hull documented the questions and will confirm with the Auditor that they will be present at the November Board meeting. Phil also reported that the current audit process is well ahead of last year's. He is working closely with the field auditor to keep everything aligned. He informed the Board that the 2010-2011 audit should be completed by the December meeting.

**b. August 2011 Report**

Phil Hull presented the August 2011 Financial Reports. He indicated that Revenue is at 4% and Expenditures are at 15.4%, at 17% of the way through the Fiscal Year. He continued through the report. Operations is 16.4% expended, Prevention is at 13.3%, Administration is at 13.4%, Training is at 2.4%, and Hazardous Materials is at 18.5%. President Storey had several questions that Phil was able to answer. Secretary-Treasurer Green made a motion to accept the August 2011 Financial Report, seconded by Vice President Gourley, carried unanimously.

## **6. Action Items**

### **a. Resolution 11-08 Reaffirming the ARRA Station Construction Grant**

Secretary-Treasurer Green made a motion to read by title only, seconded by Vice President Gourley, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution reaffirming the “ARRA Assistance to Firefighters Station Construction Grant”, Federal Award EMW-2009-FC-02561R, and authorizing the Fire Chief to move forward with the construction process. Vice President Gourley made a motion to adopt Resolution 11-08, seconded by Secretary-Treasurer Green, carried unanimously.

### **b. Approval to update authorized Fire District check signers**

Chief Wenzel confirmed that this update removes Jim Kenworthy and adds Scott Rice as authorized check signers for the Fire District’s accounts. Director Jones made a motion to update the check signer authorization, seconded by Secretary-Treasurer Green, carried unanimously.

### **c. Approval of the August 16<sup>th</sup> Regular Meeting Minutes**

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

### **d. Ratification of the August 2011 Bills**

Phil Hull was able to answer the few questions the Board had regarding the August 2011 bills. Director Jones made a motion for ratification of the August 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 gave a brief update on the ARRA Grant. He commented that the Fire District is currently working on the RFP for Architectural and Engineering. This process needs to be scrutinized to make sure that the RFP includes all of the grant rules. The goal is to have the RFP completed in the next couple of weeks and out to possible bidders. President Storey also commented that the Board may be asked to participate in Special Board meetings during this process so that the process doesn’t get held up.

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

Chief Wenzel updated the Board on the status of the Station 6 project. He informed them that the construction is on schedule and significant head-way is being made.

#### **c. August Web Site Statistics**

The Board reviewed the Web Site statistics for the month of August.

#### **d. Thank You Letter Received**

Several letters were received over the past month.

**e. September Fire Chief's Community Activity Memo**

Chief Wenzel presented his monthly report to the Board. President Storey asked about the International Association of Fire Chief's conference Chief Wenzel attended in Atlanta. He gave a report on the sessions he attended.

**f. Other reports of the Fire Chief**

Chief Wenzel gave a brief overview of the Fire District's structure, including station locations and daily staffing limits.

**Operations**

**a. Incident Activity through August 31, 2011**

Chief Spradley reviewed the incident activities through August 31<sup>st</sup>. The increase continues for this year. He also reported on two structure fires downtown, one on 11<sup>th</sup> Street and one on Klamath Avenue.

**b. September Operations Chief Community Activity Memo**

The Board reviewed Chief Spradley's monthly report. He was able to answer the Board's questions on his monthly activities. In addition he reported that Senior Firefighter Jerry Baird retired on August 31<sup>st</sup> and Firefighter Dave Penicook resigned effective September 27<sup>th</sup> to accept a job in Medford. President Storey commented that the 9-11 10<sup>th</sup> anniversary memorial service was very well put together. Chief Spradley reported that Local 890 President Shane Malone was key in getting that program together. He also commented that it was very well attended by the local emergency response agencies.

**Training/Ambulance**

**a. September Training Calendar**

The Board reviewed the training calendar for the month of September. President Storey had questions regarding some of the training and Chief Keady was able to answer those questions.

**b. August 2011 Training Statistics**

Chief Keady presented the August training statistics.

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

The Board had no questions on Chief Keady's monthly activity report.

**d. August 2011 EMS Billing Reports**

Chief Keady reviewed the August EMS Billing report. He commented that the report will be slightly varied in the future, based on the reports the software can run.

**Prevention**

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

Chief Rice presented his monthly activity report. He also commented on the fires in the downtown area. He reported that there have been nine fires since January 2011 and that the loss is over \$1,000,000. Fortunately, based on the previous fires, crews were able to get inside the building on the 11<sup>th</sup> Street prior to the big fire there. That knowledge of what was inside the building assisted the Incident Commander with making the decision not to send crews inside during the big fire. The Department of Justice has installed several surveillance cameras in the downtown area with the hope of catching the person(s) starting these fires.

President Storey asked Chief Rice if he was able to run the Fire Prevention Division with just himself, or if he needs help. He commented that he is taking advantage of the Oregon State Deputy Fire Marshals services. A group of Deputies will be in our area the first week of November and plan to hit all of the target hazards in the downtown area with inspections.

**8. Adjourn**

The Board adjourned to Executive Session at 8:20pm.

- 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, October 18, 2011 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**