

**Board of Directors  
Minutes**

**Regular Meeting**

**January 17, 2012**

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  
Tom Ludlow, Director  
Mike Jones, Director

**Members Absent:**

**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 amended the agenda to table the Presentation from Jeff Griffin. She also removed Executive Session. Secretary-Treasurer Green made a motion to approve the amended agenda, seconded by Director Jones, carried unanimously.

**4. Public Comment**

There was no public comment.

**5. Presentation – Jeff Griffin, Wilson Heirgood**

This item was tabled until the February meeting.

**6. Financial Reports**

**a. December 2011 Report**

Phil Hull presented the Financial Report for the month of December. He commented that he has added an additional column to the Cash Balances report, per President Storey's request at the December meeting. He also reported that 50% of the Fiscal Year has passed. Revenue is at 73.5% and Expenditures are at 51%. The Operations Division is at 50.1% expended; Prevention is at 48.4%; Administration is at 47.3%; Training is at 19.4%, and Hazardous Materials is at 45.4%. President Storey commented that the large check written to Diversified Contractors for the Station 6 project will be reimbursed through the OEM Grant. Vice President Gourley made a motion to accept the Financial Report for December 2011, seconded by Director Ludlow, carried unanimously.

**7. Action Items**

**a. Acceptance of the 2011 AFG Vehicle Grant EMW-2011-FV-04713**

Chief Spradley presented information regarding the award of the 2011 Assistance to Firefighter Grant for a Vehicle. He started by thanking the committee that worked on this proposal. It is a large accomplishment to receive a vehicle grant through the AFG. He reported that the Fire District has received an award in the amount of \$215,000, of which 80% (\$172,000) is covered by FEMA. This would be to purchase a 3,000 gallon water tender. He commented that these types of apparatus are the most deadly in the fire service. The current tender the Fire District is operating is not NIMS compliant and is very expensive to run. He provided the Board with the schedule of the process to purchase the tender. President Storey asked when the Fire District's 20%

(\$43,000) would be due. Chief Spradley was not sure if the Fire District would have to pay some of our portion up front or if the Fire District's portion would not be due until we take possession. Director Jones made a motion to accept the 2011 AFG Vehicle Grant, seconded by Vice President Gourley, carried unanimously.

**b. Approval of the December 20<sup>th</sup> Regular Meeting Minutes**

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

**c. Ratification of the December 2011 Bills**

Director Jones made motion to ratify the December bills, seconded by Vice President Gourley, carried unanimously.

**8. Informational Reports**

**Administration**

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

Chief Wenzel reported that the Fire District received proposals from four Architecture and Engineering firms in response to the Request for Proposal. The firm from Portland, PSE, scored the highest. Currently, the Fire District and the firm are in negotiations for a contracted price. He gave the Board informal notice that a Special Board Meeting may be needed to approve the final contract. In addition, Chief Wenzel, Chief Spradley, and Chief Rice will be meeting with the three shifts over the next three days to discuss the plans and relocation options.

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

Chief Wenzel reported that Jim Kenworthy continues to monitor the progress of construction. The Fire District is still on target to come in under budget. He also reported that new windows have been ordered for the Broad Street side of the building. He indicated that this may push back the final date to the beginning of April.

**c. December Web Site Statistics**

The Board reviewed the December Web Site Statistics.

**d. Thank You Letter(s) Received**

They were no letters received over the last month.

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

Chief Wenzel presented his month activity memo.

**f. Other reports of the Fire Chief - Presentation of Award**

Chief Wenzel gave a report on the CoGen facility and upcoming projects that have revenue potential in the next few years. He also presented Chief Rice with a certificate from the Oregon State Fire Marshal's office for completion of courses in Oregon Fire and Life Safety Fire Marshal and also for Fire Plans Examiner.

**Operations**

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

Chief Spradley answered questions regarding the Incident Activity Report through the end of 2011.

**b. Incident Activity Report for Multiple Years**

The Board reviewed the last five years of Incident Activities.

**c. January Operations Chief Community Activity Memo**

Chief Spradley presented his monthly activity memo. He pointed out that several employees received their five-year service pins on the first of December.

**Training/Ambulance**

**a. January Training Calendar**

The Board reviewed the monthly training calendar for the month of January.

**b. December 2011 Training Statistics**

Chief Keady reported on the December training statistics.

**c. Total 2011 Training Statistics**

Chief Keady presented the overall training statistics for 2011.

**d. January Training Chief Community Activity Memo**

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

**e. December 2011 EMS Billing Reports**

Chief Keady reported that the new Ambulance Billing Specialist started today and she will be working with Phil to create reports that are more in line with the billing software reports that Phil generates.

**Prevention**

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

Chief Rice presented his monthly report. He commented that the Fire District received a \$500 grant from SDAO to launch a new arson awareness program with the local schools.

**9. Adjourn**

The Board adjourned at 7:47 pm.

**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, February 21, 2012 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**