

**Board of Directors
Minutes**

Regular Meeting

March 20, 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
Tom Ludlow, Director
Mike Jones, Director

Members Absent: Rod Green, Secretary-Treasurer

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 remove Item 5. *Presentation by Jeff Griffin with Wilson Heirgood*. Director Jones made a motion to approve the amended agenda, seconded by Vice President Gourley, carried unanimously.

4. Public Comment

There were no public comments.

5. Presentation

Rick Whitlock, City Manager; Erik Noble, City Planning Manager; and several members of the Urban Renewal District gave a presentation on the possible continuation of the Downtown Urban Renewal District. They talked about the formal process for renewing, as well as the costs involved for each agency inside the District.

6. Financial Reports

a. 2010-2011 Audit Process

Andy Peterson from Molatore Scroggins Peterson & Company LLC was present to answer any questions the Board had regarding the 2010-2011 audit. President Storey had several questions for Mr. Peterson, as well as for Finance Officer Phil Hull. There was discussion on possible changes to the way the accounting reports are formatted. Phil indicated that he will be working with Mr. Peterson in the near future on implementing some of these changes. In addition, Phil reported that there are changes coming in the software program he is currently using and he will be getting training on those changes. Mr. Peterson feels that the software the District is currently using is the best that is available for government accounting. After much discussion, Vice President Gourley made a motion to approve the 2010-2011 audit, seconded by Director Ludlow, carried unanimously.

b. February 2012 Report

Phil Hull presented the February financial report. He reported that Expenditures are at 65.7% overall, at 67% of the way through the fiscal year. Revenue is currently at 79.2%. He then continued through the report. The Operations Division is currently 65.4% expended. Prevention is at 63.7%, Administration is at 61.3%, Training is at 30.5%, and Hazardous Materials is at 58.3%. President Storey commented on the difference between the cash balances between the present and this time last year. She indicated that she would like to see the Fire District pursue a line of credit to use during the Station 3 project. This item will be placed on the April Board meeting agenda. President Storey also commented that she would like to see the Foundation account balance in the monthly financials. Vice President Gourley made a motion to accept the February Report, seconded by Director Jones, carried unanimously.

7. Action Items

a. Appointment of a Budget Committee Member and the Budget Officer

Vice President Gourley made a motion to appoint Phyllis Shidler to the open Budget Committee position, seconded by Director Jones, carried unanimously. Ms. Shidler indicated her desire to help the Fire District in any way that she can. Vice President Gourley made a motion to appoint Chief Wenzel as the Budget Officer, seconded by Director Jones, carried unanimously.

b. 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

Vice President Gourley made a motion to approve a letter of support for Chief Wenzel to apply for the four-year Director position with OFCA, seconded by Director Jones, carried unanimously.

c. Approval of the February 21st Regular Meeting Minutes

These minutes were tabled due to lack of a quorum from the February 21st meeting.

d. Approval of the March 8th Special Meeting Minutes

Vice President Gourley made a motion to approve the March 8th Special meeting minutes, seconded by Director Jones, carried unanimously.

e. Approval to move the April 17th Regular Board Meeting to April 24th due to relocation of Station 6

Vice President Gourley made a motion to move the April Board meeting from April 17th to April 24th due to the relocation schedule of Station 6, seconded by Director Jones, carried unanimously.

f. Ratification of the February 2012 Bills

Vice President Gourley made a motion to ratify the February 2012 bills, seconded by Director Jones, 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 is currently looking at various relocation options. There are two options that are seriously being researched. In addition, they are working with the architect to firm up the floor plan of the station.

b. Update on the Seismic Upgrade Grant for Station 6

Chief Wenzel reported that the building is on schedule and should be completed around the end of the month. The Administration office will be closed April 16, 17, and 18 to facilitate the move back.

c. February Web Site Statistics

The Board reviewed the February Web Site Statistics.

d. Thank You Letter(s) Received

There were two letters received over the past month.

e. March Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly activity report. He reported on the Oregon/Washington Fire Chiefs conference planning team that he is participating on.

f. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through February 29, 2012

Chief Spradley presented the activity report through the end of February. He pointed out that EMS calls are on the rise again this year.

b. February Operations Chief Community Activity Memo

Chief Spradley reported that the Battalion Chief promotional exam is this week. This has taken quite a bit of time to coordinate and he expects it to be a good process.

Training/Ambulance

a. March Training Calendar

Chief Keady reviewed the March training calendar.

b. February 2012 Training Statistics

The Board was presented with the February training statistics. Chief Keady pointed out that the Apparatus Operations section was high this month due to personnel needing to complete this training.

c. March Training Chief Community Activity Memo

Chief Keady presented his monthly training activity memorandum.

d. February 2012 EMS Billing Reports

The Board commented that this report is confusing and they would like to see a report that shows more basic information, like the total for how much money was billed for the month, how much money was received, and how much money was adjusted. Chief Keady indicated that he is trying to get this report more in line with Phil's financial reports.

Prevention

a. March Fire Marshal Community Activity Memo

Chief Rice was not present at the meeting and the Board did not have any questions on his report.

9. Adjourn

The Board adjourned at 9:15pm.

10. Executive Session: *Under section 192.660 (2) (i) performance evaluation of a public officer and employee, 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations, 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions, and 192.660 (2) (g) to discuss preliminary negotiations involving matters of trade or commerce.*

The Board of Directors did 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 24, 2012 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR