

**Board of Directors  
Minutes**

**Regular Meeting**

**September 17, 2013**

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 Central Fire Station, 143 N Broad Street, Klamath Falls, OR 97601.

**Members Present:** Gloria Storey, President  
Tom Ludlow, Secretary-Treasurer  
Mike Jones, Director  
Dennis Thomas, Director

**Members Absent:** Bill Gourley, Vice President

**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 add section 192.660 (2) (e) to deliberate with person designated by the governing body to negotiate real property transactions under Executive Session. She also added item d. Interim Fire Chief Wages and item e. the Wocus and Homedale properties under New Business. Director Thomas made a motion to approve the amended agenda, seconded by Secretary-Treasurer Ludlow, carried unanimously.

**4. Public Comments**

President Storey read a letter from previous Director Stewart Tittle, that she personally received. The letter stated the following:

*The Board of Directors made a wise decision when they released Jim Wenzel from his responsibilities as Chief of the Fire District. You have appointed John Spradley as Interim leader of the organization and will determine at a future date the next step for a permanent person. As Assistant Chief, Spradley has been doing the job for the Chief since almost the beginning. I would say that he would be the prime candidate for the position. I would recommend to the Board to forgo any official searches and appoint him if he desires the job. If the Board chooses to do a wide search seeking a professional headhunter, I would strongly suggest that, either appointed Board members, or someone other than the headhunter, do an independent reference check. I believe we failed badly on this forum in 2008. Sincerely, W. Stewart Tittle.*

**5. Approval of Minutes**

**a. August 6<sup>th</sup> Special Meeting Minutes**

Director Jones made a motion to accept the minutes, seconded by Director Thomas, carried unanimously.

**b. August 19<sup>th</sup> Special Meeting Minutes**

Tabled due to lack of a quorum of the August 19<sup>th</sup> meeting.

**c. August 20<sup>th</sup> Regular Meeting Minutes**

Tabled due to lack of a quorum of the August 20<sup>th</sup> meeting.

## **6. Ratification of Bills**

### **a. Ratification of the August 2013 Bills**

President Storey contacted Phil with her questions and received answers. Secretary-Treasurer Ludlow made a motion to ratify the August bills, seconded by Director Jones, carried unanimously.

## **7. Financial Reports**

### **a. August 2013 Report**

Phil Hull presented the Financial Report for August 2013. He reported that Revenue is at 4.5% and Expenditures are at 15.3%, at 17% of the way through the fiscal year. President Storey had questions regarding where some of the revenue items come from. Phil was able to clarify these items. He then continued through the expenditures. Chief Spradley reported that Overtime should come in close to the projected budget. Overtime is down significantly from the previous two years. The Board asked about the status of conducting a Standards of Coverage. Chief Spradley commented that staff has done some fiscal review and, currently, the Fire District does not have money in the budget under Administration to cover that. He feels that it is critical that we do this study, but that it's too early in the fiscal year to spend the money.

Phil reported that overall expenditures for the Operations Division are at 16.4%, Preventions is at 13.5%, Administration is at 13.4%, Training is at 1.6%, and Hazardous Materials is at 7.4%. Secretary-Treasurer Ludlow made a motion to accept the August 2013 Financial Report, seconded by Director Jones, carried unanimously.

## **8. Old Business**

There was no Old Business.

## **9. New Business**

### **a. 2013 Fire Prevention Week Proclamation**

Fire Marshal Rice reported that October is Fire Prevention Month, and the second week of October is Fire Prevention Week. This year's message is to prevent kitchen fires. He presented a proclamation to the Board of Directors regarding this message. Secretary-Treasurer Ludlow moved to adopt the Proclamation, seconded by Director Thomas, carried unanimously.

### **b. Station 3 Dedication / Open House – October 12, 2013**

Chief Spradley reported that staff is currently organizing a dedication ceremony at Station 3 on October 12<sup>th</sup>. President Storey commented that she would like to see a list in the newspaper regarding all of the local contractors who worked on the project. Director Thomas commented on how impressed he was with the station when he toured it recently.

### **c. Fiscal Update**

Chief Spradley reported that he is committed to doing a fiscal analysis that is more in-depth, and will provide the District with projections through the next three budget years. He gave a brief report of last year's financial outcome. Chief Spradley reported that the District will have to address some serious financial issues, such as apparatus. President Storey asked about the items listed on the Fiscal Emergency Resolution 13-02. Chief Spradley feels Board direction was not implemented as it was adopted. However, things have been done that possibly equal better savings. President Storey asked if the Resolution needed to be amended. Chief Spradley said it will, and he would like to bring some suggestions to the meeting next month.

President Storey asked Chief Spradley to elaborate on the apparatus issues. Chief Spradley commended Battalion Chief Morehouse on keeping the District's apparatus fleet well maintained. He commented that expenses are increasing for maintenance due to the age of the fleet. Some front-line engines have in excess of 150,000 miles, and some ambulances that go well beyond that. Dependability is becoming an

issue. Chief Spradley reported that there are various ways to replace apparatus, and he is exploring all options.

Chief Spradley also reported that the District has a significant leave reserve liability. If something happened with PERS, there are a significant number of employees that can retire. These payouts are not budgeted for.

**d. Interim Fire Chief Wages**

President Storey reported that Chief Spradley is now filling the position of Interim Fire Chief. She asked the Board how they felt about giving Chief Spradley Interim Fire Chief pay. Phil Hull did not have the exact amount of the difference. Battalion Chief Brainard asked how this would be affected by the CBA that is currently in place. President Storey asked Attorney Hedlund to look into this item. This item was tabled for the next meeting

**e. Wocus and Homedale Properties**

President Storey reported that no action has been taken on the Board's decision in July of 2013 to invoice the County for reimbursement of the appraisal of the Anderson Property or for creating a monthly lease with the County for the Wocus Rd Station. She has spoken with Phil and he is going to take care of these items. She also indicated that the Board had discussed putting this property up for sale, along with re-listing the District's property on Homedale. Director Jones made a motion for Chief Spradley to sign an agreement with a realtor to list the property, seconded by Director Thomas, carried unanimously.

**10. Informational Reports**

**Administration**

**a. August Web Site Statistics**

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

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

There were no letters received over the past month.

**c. Interim Fire Chief's Community Activity Memo**

Chief Spradley reported that he has met informally with President Malone to try to open the lines of communication. He has also met with all the Chief Officers, administrative staff, and crews. The purpose of these meetings was to discuss expectations, accountability, consistency, and teamwork. He indicated that the administrative staff is working on updating their job descriptions. In addition, staff is currently reviewing and drafting updates to the Board policies. President Storey asked about several items on Chief Spradley's report. He was able to answer her questions, as well as elaborate on few other items.

**d. Other reports of the Interim Fire Chief**

Chief Spradley had no other reports.

**Operations**

**a. Incident Activity through August 31, 2013**

Chief Spradley indicated that everything seems consistent between this year's and last year's call volume. He reported on a stubble field fire on Highway 140 West. The fire occurred on September 8<sup>th</sup>. The initial fire was extinguished, but the peat continued to burn for several days. The Oregon Department of Forestry was significant in assisting with that fire.

Chief Spradley asked Battalion Chief Brainard to give a report on the structure fire that occurred on September 11<sup>th</sup>. This fire, on Cortez Street, consumed several structures. Additional resources came from Fire District 4, Kingsley Field, Keno RFPD, and ODF. A total of 52 personnel were on scene,

including Chief Spradley, Chief Keady, and Fire Marshal Rice. Water access was limited due to the hydrants being so far away. Highway 66 was closed for approximately 8 hours to allow crews to lay 950 feet of supply line to the nearest hydrants. Additional crews came into cover the calls in town while these crews were busy.

**Training/Ambulance**

**a. September Training Calendar**

President Storey asked Chief Keady about hosting community awareness programs.

**b. August Training Statistics**

The Board reviewed the training statistics.

**c. Training Chief Community Activity Memo**

Secretary-Treasurer Ludlow and President Storey asked a few questions on Chief Keady's report.

**d. August EMS Billing Reports**

Chief Keady reviewed the billing reports with the Board.

**Prevention**

**a. Fire Marshal Community Activity Memo**

Fire Marshal Rice presented this monthly report. He pointed out some meetings with Russ Carter Engineering regarding some bridges in our district. Some of our apparatus exceeds the weight limit for these bridges. Chief Rice also commented on the fire that occurred on Cortez Street. He commended Battalion Chief Brainard and his crews for the work they did on this incident. Chief Rice was impressed with the amount of agencies on scene and how well they all worked together.

**11. Adjourn**

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

**12. Executive Session:** *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiation, 192.660 (2) (e) to deliberate with person designated by the governing body to negotiate real property transactions and 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

**The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, October 15, 2013 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

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**DIRECTOR**