

**Board of Directors
Minutes**

Regular Meeting

June 18, 2014

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
Dennis Thomas, Director

Members Absent: Bill Gourley, Vice President
Mike Jones, Director

1. Call Meeting to Order

President Storey called the meeting to order at 7:07pm.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance. She then asked everyone to join in a moment of silence for Retired Captain Rob McGregor and Retired Captain Ronnie Bolfsky.

3. Approval of the Agenda

Chief Spradley added item 9e. Insurance Renewal for 2014-2015. In addition, Executive Session was removed from the agenda. Director Thomas made a motion to approve the amended agenda, seconded by Secretary-Treasurer Ludlow, carried unanimously.

4. Public Comments

There were no public comments.

5. Public Hearings

a. Budget for Fiscal Year for 2014-2015

Fire Chief Spradley commented that he and Phil Hull did not see any significant changes in the projections to make any changes to the proposed budget. Phil also pointed out that nothing has changed from the "proposed" column to the "approved" column since approved by the Budget Committee. There was no further discussion for the public hearing.

6. Approval of Minutes

a. April 18th Work Session Minutes

These minutes were tabled due to lack of a quorum from the work session.

b. April 28th Work Session Minutes

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

c. May 21st Regular Session Minutes

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

7. Financial Reports

a. May 2014 Report

Phil presented the May 2014 Financial Report. He pointed out that Cash Balances for this year are about double from this time last year. He continued on to report that Revenue is at 95.5% and Expenditures are at 87%, at 92% of the way through the fiscal year. Phil reported on the individual

division breakdowns. Director Thomas made a motion to accept the May 2014 Financial report, seconded by Secretary-Treasurer Ludlow, carried unanimously.

b. Ratification of May 2014 Bills

President Storey asked Phil what was purchased at the “Basin’s Best Used Appliances” for \$150. Phil was not sure what this purchase was, but he will find out more information for President Storey. Secretary-Treasurer Ludlow made a motion to ratify the May bills, seconded by Director Thomas, carried unanimously.

c. May EMS Billing Report

Chief Keady was not present to answer questions regarding the May EMS Billing report. Phil was able to answer the few questions the Board had. Secretary-Treasurer Ludlow made a motion to accept the May EMS Billing report, seconded by Director Thomas, carried unanimously.

8. Old Business

There was no old business.

9. New Business

a. Resolution 14-01 – Adopting Fiscal Year 2014-2015 budget, appropriating expenditures, imposing and categorizing the tax

Secretary-Treasurer Ludlow made a motion to read by title only, seconded by Director Thomas, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution Adopting the Budget: Be it resolved that the Board of Directors of the Klamath County Fire District No. 1, a rural fire protection district, hereby adopts the budget for fiscal year 2014-2015 in the total of \$9,680,030 now on file at the administrative office of Klamath County Fire District No. 1. Making Appropriations: Be it resolved that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated. General Fund, Total \$9,252,720; ARRA Capital Project Fund, Capital Outlay \$0; Leave Reserve Fund, Total \$274,016; Debt Service Fund, Total \$148,380; OEM Seismic Capital Project Fund, Total \$0; FF Emergency Benefit Fund, Total \$0. Imposing the Tax: Be it resolved that the Board of Directors of Klamath County Fire District No. 1 hereby imposes the taxes provided for in the adopted budget at the rate of \$2.8822 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2014-2015 upon the assessed value of all taxable property within the district. Categorizing the Tax: General Government Limitation, General Fund \$2.8822/\$1,000. Director Thomas made a motion to adopt Resolution 14-01, seconded by Secretary-Treasurer Ludlow, carried unanimously.

b. Resolution 14-02 – Authorizing issuance, sale, execution, and delivery of 2014 Tax Anticipation Note for normal district operation costs

Director Thomas made a motion to read by title only, seconded by Secretary-Treasurer Ludlow, carried unanimously. Stacy Brainard read the Resolution by title only. This is a resolution of Klamath County Fire District No. 1, Klamath County, Oregon authorizing the issuance, sale, execution, and deliver of tax and revenue anticipation notes, series 2014, in an amount not to exceed \$3,000,000 and related matters. Director Thomas made a motion to adopt Resolution 14-02, seconded by Secretary-Treasurer Ludlow, carried unanimously.

c. Authorization to sign an Annual Engagement Letter with TKW

Secretary-Treasurer Ludlow made a motion to approve President Storey to sign the annual engagement letter with Talbot, Korvola, and Warwick, LLP for 2013-2014 auditing services, seconded by Director Thomas, carried unanimously.

d. Adopt the complete 2014 Board Policy Updates

Chief Spradley reported that he has been in talks with Local 890 regarding a Demand to Bargain on the proposed Board Policies. He and Chief Keady sat down with the Local and hammered through some

minor issues. Some minor grammatical changes occurred as a result of this meeting. In addition, Chief Spradley provided the Local with a letter regarding 5.1 Employment Standards, 5.4 Anti-Discrimination and Anti-Harassment, and 5.6 Prevention of Workplace Violence. The letter stated that, until such time as our Personnel Manual is completed, the Local will not be held accountable to policies we don't have in place yet. These policies may need to be bargained further down the road.

Director Thomas made a motion to read by the 2014 Board Policies by title only, seconded by Secretary-Treasurer Ludlow, carried unanimously. Stacy Brainard read the following titles into the record:

1. Introduction

- 1.1. Manual Purpose
- 1.2. Scope and Application
- 1.3. Preparation of Policies

2. Organization

- 2.1. Mission and Value Statements
- 2.2. Organization Structure
- 2.3. Fire District Management

3. Board of Director Responsibilities

- 3.1. Director Qualifications
- 3.2. Director Responsibilities
- 3.3. Director Code of Conduct
- 3.4. Director Conflict of Interest
- 3.5. Board Elected Offices
- 3.6. Board Appointments
- 3.7. Filling Board Vacancies
- 3.8. District Elections
- 3.9. Ordinances and Resolutions
- 3.10 Reimbursement of Board Member Expenses

4. Board of Director Meetings

- 4.1. Public Meetings
- 4.2. Meeting Notices
- 4.3. Meeting Agendas
- 4.4. Meeting Minutes
- 4.5. Executive Sessions
- 4.6. Public Meeting Procedures
- 4.7. Public Participation

5. Personnel System

- 5.1. Employment Standards
- 5.2. Policies and Guidelines
- 5.3. Performance Appraisal System

- 5.4. Anti-Discrimination and Anti-Harassment
- 5.5. Americans with Disabilities Act
- 5.6. Prevention of Workplace Violence
- 5.7. Collective Bargaining
- 5.8. Fire Chief Job Description
- 5.9. Fire Chief Performance Appraisal

6. Financial Management

- 6.1. Compliance with Local Budget Law
- 6.2. Budgeting and Financial Policies
- 6.3. Funds and Financial Policies
- 6.4. District Audits
- 6.5. Investment Policy
- 6.6. Purchasing Authorization
- 6.7. Contract Review and Purchasing
- 6.8. Capital Assets
- 6.9. Disposing of District Property
- 6.10. Internal Controls
- 6.11. Fees for Services
- 6.12. Suppression Billing
- 6.13. Contracts for Tax Exempt Entities
- 6.14. Tax Increment Financing Districts

7. Administrative Services

- 7.1. Strategic and Long-Term Planning
- 7.2. Agent of Record Selection Process
- 7.3. Legal Counsel
- 7.4. Public Records Access
- 7.5. Annexations

8. Emergency Operations

- 8.1. Response into Unprotected Lands
- 8.2. State Fire Service Mobilization Plan
- 8.3. Mutual Aid
- 8.4. EMS Response and Transport

Secretary-Treasurer Ludlow made a motion to adopt the 2014 Board Policies, seconded by Director Thomas, carried unanimously.

e. Insurance Renewal for 2014-2015

Chief Spradley presented a memorandum from the Insurance Committee recommending no changes to health insurance plan or current vision plan, but to review the annual dental coverage and adjust the annual rate based on the usage from the previous year. Director Thomas made a motion to accept the

Insurance Committee's recommendation for the 2014-2015 insurance renewals, seconded by Secretary-Treasurer Ludlow, carried unanimously.

10. Informational Reports

Administration

a. May Web Site Statistics

The Board reviewed the May web site statistics.

b. Thank You Letter(s) Received

There were several letters received over the last month.

c. Fire Chief's Community Activity Memo

Chief Spradley presented his monthly activity report. He reported that the repairs from the broken pipes at Station 5 have been completed. In addition, the Fire District has signed a lease agreement with ODF to lease Station 5 through the end of October. ODF will house one of their crews in the station for the summer. Chief Spradley also commented on the current discussions with Klamath Community College regarding the construction of a training facility. Part of the future discussions will include additional partnership agencies to help offset the construction costs.

Chief Spradley gave the Board an update regarding the on-site visit from Emergency Services Consulting International (ESCI) on June 9th, 10th, and 11th. The consultants spent two and half solid days meeting with stakeholders and touring the District's facilities. ESCI took all the information they obtained and is currently completing data forms. Once these forms are complete, they will send them back to the Fire District for the project team to review and confirm that the data is correct. ESCI is working on having a final report back to the Fire District around September.

June 12th and 13th was the annual Fill the Boot drive. Chief Spradley commended Firefighter Ryan Meyer for organizing this event. Chief Spradley could not give out a final amount collected, but he believes it was a record, not only for Klamath Falls, but for all of Southern Oregon. Chief Spradley also commended President Malone for organizing the Fire District portion of Retired Captain Rob McGregor's funeral service. Chief Spradley reported that Retired Captain Ronnie Blofsky passed away on June 13th.

d. Other reports of the Fire Chief

Chief Spradley recognized the crew at the Central Fire Station for their hard work in going through over one hundred boxes of outdated records to consolidate and box up records that need to be kept. The Battalion Chief Exam Committee met to start planning an exam for October. Chief Spradley reminded the Board of the all-day training scheduled for July 16th, by Special Districts Association of Oregon at the Best Western Olympic Inn. President Storey asked for an update on the Wocus Station. Chief Spradley replied that there has not been any movement on this station.

Operations

a. Incident Activity through May 31, 2014

Chief Spradley reported that call volume has increased, and has surpassed this time last year.

Training/Ambulance

a. June Training Calendar

The Board reviewed the training calendar for June.

b. May Training Statistics

The number of "actual" training hours was more than the number of "projected" training hours for the month of May.

c. Training Chief Community Activity Memo

President Storey asked about Chief Keady assisting with the annual wildland fire refresher course. Chief Spradley reported that Chief Keady has been assisting with instructing this annual recertification in exchange for unlimited spaces for Fire District No. 1 employees to get their training for free. There was also a discussion regarding the community meeting on vulnerable population in Klamath County.

Prevention

a. Fire Marshal Community Activity Memo

Fire Marshal Rice presented his monthly activity memo. He reported that the Hope Street fire is still undetermined. He commented that the seeds from the trees were very volatile and led to the fire spreading in all directions. The seeds also don't leave a burn pattern, so it was virtually impossible to determine a point of origin. Chief Rice also reported that he has been working with getting the fireworks stands certified for this year. He gave some ten-year statistics on fires caused by fireworks. He mentioned that there may be some State Deputy Fire Marshals in Klamath Falls on the 4th of July to help detour illegal fireworks usage.

11. Adjourn

Director Thomas made a motion to adjourn the meeting at 8:45pm, seconded by Secretary-Treasurer Ludlow, carried unanimously.

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 Wednesday, July 16, 2014 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR