

**Board of Directors  
Minutes**

**Regular Meeting**

**December 17, 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.

**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. Roll Call of Directors**

Stacy Brainard took roll call of the Directors:

**Members Present:** Gloria Storey, President  
Bill Gourley, Vice President  
Dennis Thomas, Secretary-Treasurer  
Mike Jones, Director

**Members Absent:** Tom Ludlow, Director

**4. Approval of the Agenda**

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

**5. Public Comments**

There were no public comments.

**6. Approval of Minutes**

**a. November 19<sup>th</sup> Regular Session Minutes**

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

**b. November 24<sup>th</sup> Special Session Minutes**

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

**7. Financial Reports**

**a. November 2014 Report**

Phil Hull presented the November Financial Report. He indicated that Revenue is currently at 77.8% and Expenditures are at 40.3%, at 42% of the way through the fiscal year. President Storey asked how much of the Operations Overtime was to cover for Battalion Chiefs. Phil will have to look that up and get back to President Storey. Phil continued through the financial report. Vice President Gourley made a motion to approve the November 2014 report, seconded by Director Jones, carried unanimously. Following the report, Chief Spradley informed the Board that they will be receiving the semi-annual financial projections report at the January meeting.

**b. Ratification of November 2014 Bills**

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

**c. November EMS Billing Report**

Chief Keady presented the EMS Billing Report to the Board. President Storey asked why the current Medicare Electronic billing was a small amount this past month. Chief Keady will have to look into this and get back to her. Vice President Gourley made a motion to accept the November EMS Billing report, seconded by Secretary-Treasurer Thomas, carried unanimously.

**8. Old Business**

**a. Report on Fire District Evaluation/Strategic Priorities for 2015**

Chief Spradley reported that the Project Team met to review the Evaluation recommendations. The team ranked all of the recommendations on priority order based on the criteria in the evaluation. The next step is to review the strategic priorities for the 2015 calendar year. Chief Spradley would like to have a work session prior the January Board meeting to discuss a potential levy/bond.

**9. New Business**

**a. Fire Chief Evaluation**

Attorney Hedlund asked the Board how they would like to conduct Chief Spradley's evaluation. The Board indicated they would like to do a formal evaluation at the January Board meeting. Attorney Hedlund will modify the evaluation forms to be in line with Chief Spradley's contract and then get them out to the Board members.

**b. Potential Levy/Bond**

Chief Spradley provided the Board with some levy documents and estimated levy rates. In addition, he reminded the Board that May 2015 is a Special District election. The Board had a brief discussion on how much the levy would be for approximately. Chief Spradley will have more information for the work session, such as costs to replace apparatus and the current mileage of all the current apparatus. Secretary-Treasurer Thomas asked for an itemized list of apparatus that the Fire District would need and have it listed so it showed what the Fire District could purchase with a levy for \$2 million, \$2.5 million, \$3 million, etc., showing both new and used replacement equipment. He also recommended that the Fire District do extensive research before deciding to file for a levy because it will be an uphill battle the whole way.

**At this time, the Board is now acting as Contract Review Board and will take up the matters of:**

**c. Station 5 Lease Agreement with AirLink**

The Board discussed leasing Station 5 to AirLink, in the same way that it was leased to the Oregon Department of Forestry over the summer. AirLink has taken over the helicopter service in the area. They have just come to town and they do not currently have crew quarters. The board reviewed the draft agreement. President Storey recommended that the contract include a non-compete clause, which would prohibit them from bringing in a ground ambulance. Vice President Gourley made a motion for Attorney Hedlund to add a non-compete clause to the contract and then proceed with the contract, seconded by Secretary-Treasurer Thomas, carried unanimously.

**At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:**

## **10. Informational Reports**

### **Administration**

#### **a. November Web Site Statistics**

Chief Spradley pointed out that the top downloaded documents this past month were the EMS Paramedic Job Announcement and Job Description.

#### **b. Thank You Letters**

The Fire District received a thank letter from Barbara and Butch Ellis, along with a Foundation donation in Elsie Warren's name.

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

Chief Spradley presented his monthly activity memo. Secretary-Treasurer Thomas asked if anyone from the Fire District is involved in the city and county code revisions. Chief Spradley reported that Fire Marshal Rice does have a relationship with these departments. Chief Spradley also reported that he attended Jackson County Fire District 3's review of their community input for their draft 2015 Strategic Plan. He obtained some valuable information during this process.

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

Chief Spradley reported on some major upcoming purchases. These purchases include turnouts, which were budgeted at \$36,000, and exercise equipment, which is paid for 90% from the Assistance to Firefighters Grant (AFG). In addition, the Fire District has submitted a grant application for purchasing Mobile Data Terminals (MDTs) for all apparatus through the current round of AFG. The management team is still working on developing HR policies. ISO will be here on January 15<sup>th</sup> for a pre-survey meeting.

### **Operations**

#### **a. Incident Activity through November 30, 2014**

The Board reviewed the incident activity through November. Chief Spradley reported that there has been a rash of fires over the past month. Most of these are happening in vacant residencies. He believes that the Fire District will reach 6,000 calls this year.

### **Training/Ambulance**

#### **a. December Training Calendar**

Chief Keady reviewed the training calendar for the month of December.

#### **b. November Training Statistics**

Chief Keady reported that this is a recertification year for firefighters and that has increased the training hours for the month.

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

The Board reviewed Chief Keady's report.

#### **d. Update on Klamath Community College Training Partnership**

Chief Keady reported that current partners in the KCC training partnership include BLM, Forest Service, ODF, Klamath Community College, Oregon State University, Klamath County Sheriff's Office, and

Fire District No. 1. They are looking at offering, not only an Associate's Degree, but also a Bachelor's Degree. There would be different tracks for fire service and law enforcement. There would also be a multipurpose training facility built on the KCC campus.

**Prevention**

**a. Fire Marshal Community Activity Memo**

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

**11. Public Comment**

There were no public comments.

**12. Adjourn to Executive Session**

The Board adjourned to Executive Session at 8:26pm.

**13. Executive Session:** *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiation and under section 192.660 (2) (e) real property transactions.*

**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, January 21, 2015 at 7:00 PM.**

**BOARD MEMBERS SIGNATURES**

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**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

\_\_\_\_\_  
**DIRECTOR**

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**DIRECTOR**