

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**7 p.m., Tuesday, August 15, 2017**  
**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 p.m.

**2. Pledge of Allegiance**

President Storey led the Board and attendees in the Pledge of Allegiance.

**3. Roll Call of Directors**

Phil Hull took roll call of the Directors:

**Members Present:**

Gloria Storey, President

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

**Members Absent:**

Shane Malone, Director

**4. Approval of the Agenda**

The original agenda was sent out with the wrong date, but corrected prior to the meeting to reflect the meeting date as August 15, 2017.

Vice President Jones made a motion to approve the Agenda as corrected, seconded by Secretary-Treasurer Thomas, carried unanimously.

**5. Public Comments**

N/A

**6. Approval of Minutes**

a. July 18, 2017, Regular Meeting Minutes

Director Rogers made a motion to approve the July 18, 2017 Regular Meeting Minutes, seconded by Vice President Jones, carried unanimously.

**7. Financial Reports**

a. July 2017, Report

Finance Office Hull presented the July 2017 Financial Report. Revenue is at 1.8% while expenditures are at 5.2% with 8% of the Fiscal year complete.

President Storey questioned if the fuel usage is normal for this early in the year. Phil noted that it is probably due to timing. BC Hoskins noted that fuel was purchased for the various parades, which increase the usage this time of the year.

Secretary-Treasurer Thomas made a motion to approve the July 2017 Financial Report, seconded by Vice President Jones, carried unanimously.

**8. Ratification of July 2017, Bills**

President Storey noted the credit card bill had interest due on it again and cautioned that it should not happen again.

Vice President Jones made a motion to approve the July 2017 Bills, seconded by, Director Rogers and Secretary-Treasurer Thomas, carried unanimously.

**9. July 2017, EMS Billing Report**

DC Brown noted a significant reduction in Accounts Receivables from 2 million to 1.9 million in one (1) month. Chief Brown indicated that for fiscal year 2016, AR was at 2.846 million, which has been reduced by 19.4%.

Vice President Jones made a motion to approve the July 2017 EMS Billing Report, seconded by, Secretary-Treasurer Thomas, carried unanimously.

**10. Old Business**

N/A

**11. New Business**

a. Board Member Resignation/Replacement

Director Shane Malone has submitted his resignation from the Board. President Storey noted that a motion to accept the resignation was not necessary.

There was discussion on how to fill the vacant position. Secretary-Treasurer Thomas made a motion to advertise for the vacancy in the Herald and News Sunday edition and on the KCFD1 web site for 10 days, accept applications at Central Station, and review applications at the September BOD meeting, Vice President Jones seconded the motion, carried unanimously.

b. Board of Director Trainings

Chief Spradley reminded the Board that we are hosting a Board Member Training on August 16, 2017 from 5:30-7 p.m. with Jeff Griffin presenting from WHA.

There was discussion regarding the 2017 Oregon Fire Service Conference. If any BOD members are interested in attending, they should notify Chief Spradley by September 29.

c. Update to Board Policy 4.2

Fire Chief Spradley highlighted the requested change to Policy 4.2 to change the BOD Regular meeting start time to 6 p.m. instead of 7 p.m. The change would still allow time for the quarterly Foundation meetings to occur.

Vice President Jones made a motion to update Board Policy 4.2, seconded by, Director Rogers, carried unanimously.

d. Update to Board Policy 4.4

Chief Spradley explained that Director Malone had reviewed the Board policies and noted that 4.4 had confusing language and recommended change on what information could be given when requested.

Vice President Jones made a motion to approve the recommended changes, seconded by, Director Rogers, carried unanimously.

e. Acceptance of SAFER Grant

Chief Spradley explained that KCFD1 previously attempted a SAFER Grant with KCC, Keno, and Chiloquin, but were unsuccessful. This year KCFD1 specifically requested a grant alone for personnel, in

attempt to increase minimum staffing. The grant was written based upon minimum staffing and reducing the number of times there are 2-person engines. The grant would provide 75% of wages in the first and second years, reduce to 35% in year three, with the District covering 100% in year four. Once the acceptance is submitted, the District will start a process to hire the three (3) firefighters by January 1, 2018.

President Storey inquired what would happen if the District needed to default on the grant. Chief Spradley indicated that would require negotiations with FEMA but does not believe that will be an issue and is the reason for the conservative application request of three firefighters.

There was discussion of the specifics of the last SAFER grant the District received for personnel. Director Rogers made a motion to approve the District accepting the SAFER Grant, seconded by Secretary-Treasurer Thomas, carried unanimously.

f. Surplus Apparatus Approval per Board Policy 6.9

DC Brown presented to the Board the request to surplus five (5) units.

The first unit is a 1990 structural engine, being surplused due to age and is being replaced with a Assistance to Firefighters Grant engine. Due to the grant, the engine cannot be utilized for suppression. It is requested to donate the engine to Klamath Community College for students to learn and train on. Mac Brock of KCC was in attendance and available for questions. President Storey inquired if the program was in conjunction with OSU and when it will be available. Brock explained that their program is separate from OSU but includes a pathway to their four-year degree. The KCC program is hoping to start its first courses in the Fall 2017. There was discussion regarding the transaction.

Secretary-Treasurer Thomas made a motion to approve the District donating the 1990 E-One structural engine to KCC, seconded by Vice President Jones, carried unanimously.

The second piece of equipment is a 2005 Ford Ambulance with approximately 235,000 miles on it, and this unit is being surplused due to its condition, age and mileage. The standard life for an ambulance is 10 years. This unit will be offered for sale to Fire Defense Board members first, second to other public agencies, and finally to the public if no acceptable bids are received from the previous entities. Minimum sale price will be determined after further research.

Director Rogers made a motion to approve the District to sell the 2005 Ford Ambulance, seconded by Vice President Jones, carried unanimously.

The third item up for consideration is a 1995 Ford Ambulance with 113,348 miles. This unit is not the same as the rest of the fleet and is on a pickup chaise. Bonanza currently uses this type of apparatus and may want to borrow it while they have theirs reconditioned. Chief Brown asked that the Board consider lending the unit to Bonanza and after that time period, surplus it. The length of the loan to Bonanza should be approximately 90-120 days.

Vice President Jones made a motion to approve the District to loan the 1995 Ford Ambulance to Bonanza and then surplus it, seconded by Secretary-Treasurer Thomas, carried unanimously.

The fourth apparatus is a 1990 Dodge W350. Due to age, DC Brown requests approval to surplus the vehicle. This unit will be offered for sale to Fire Defense Board members first, second to other public agencies, and finally to the public if no acceptable bids are received from the previous entities. Minimum sale price will be determined after further research.

Director Rogers made a motion to approve the District to sell the 1990 Dodge W350, seconded by Vice President Jones, carried unanimously.

The final vehicle up for consideration is the old 3103 / command SUV. It has 168,745 miles on it and is past the recommended mileage and service life for emergency staff vehicles. This unit will be offered for sale to Fire Defense Board members first, second to other public agencies, and finally to the public if no acceptable bids are received from the previous entities. Minimum sale price will be determined after further research.

Vice President Jones made a motion to approve the District to surplus the old 3103, seconded by Secretary-Treasurer Thomas, carried unanimously.

Fire Chief Spradley noted that the Apparatus Committee met in early August and did a thorough evaluation of the vehicles, including the Chaplin vehicle. It was determined by the committee that it would be best to surplus the old 3103 and use proceeds to purchase a newer all-wheel drive SUV for the Chaplin.

## 12. Informational Reports

### Fire Chief

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

Chief reported on his attendance at the IAFC Conference. He noted that he attended numerous leadership development courses. The theme was succession planning for leadership. He obtained valuable tools to move the District forward with. He noted that the conference will be in Dallas, Texas in 2018 and he will recommend attendance again potentially with additional personnel.

#### b. *Update of DC Operations Recruitment*

Fire Chief Spradley updated the Board that there were 14 applications received for the DC-Operations position. The Recruitment Committee review the applications and invited seven (7) to telephone interviews. From the telephone interviews, five (5) were invited to the Assessment Center in September. Chief Spradley noted that the applicants were qualified and he hoped to find the right fit for the District.

#### c. *Update of OFCA Board*

Chief Spradley updated the Board that he was not selected for the vacant OFCA Board position. There were five (5) applicants for the position and a Chief officer from TVF&R was selected.

### Operations

#### a. *Incident Activity through June 30, 2017*

DC Brown indicated that EMS calls are up 4% with an overall call increase of 5%.

BC Hoskins reported that in July there was a structure fire on Old Fort Road that was a total loss and there were several smaller incidents. There was also Haz-Mat Team response to a chemical suicide. High temperatures and lightning storms have been creating a lot of additional calls recently.

DC Brown noted the Highway 97 fire had extensive interagency cooperation. The blaze was kept at 35 acres and there was no loss to structures or injuries.

President Storey questioned if there have been any kids referred to the Juvenile Fire Setter Program? Fire Marshal Andresen noted that there have been but they are not tracked on the activity report. He is planning on implementing a fire prevention program in coordination with the schools in the spring. DC Brown noted that there have been several calls to vehicle accidents. President Storey inquired if the District's extrication tools are up to speed. DC Brown expressed that the current equipment needs attention and is at the end of its life expectancy. A new set of cutters, spreaders, and rams are around \$30000 a piece and District has 4-5 sets. One replacement set is budgeted for this fiscal year. There was discussion regarding replacement of turnouts, SCBA - air packs, radios and available grants.

Training

a. *August 2017, Training Calendar*

Fire Marshal Andresen noted that training is being scheduled at 418 Klamath Ave, in the old Mason building.

Prevention

a. *Fire Marshal Community Activity Memo*

There was no discussion regarding the Fire Marshal Activity report.

EMS

a. *DC-EMS Activity Memo*

DC Brown indicated that he is working on a two (2) week academy for the new EMS employees. They start on September 1. He will also be reviewing and updating the Field Training Evaluation Program (FTEP).

DC Brown attended a CrewSense training at Jackson County Fire District 3. It is the desire of KCFD1 to move to that program.

b. *EMS Recruitment Update*

DC Brown updated the Board on current status of hiring for EMS positions.

**13. Public Comment**

N/A

**14. Adjourn to Executive Session**

President Storey requested to adjourn to executive session at 8:35 p.m. Vice President Jones made a motion to approve to adjourn, seconded by Secretary-Treasurer Thomas, carried unanimously. The Board did not reconvene to Regular Session.

**15. Executive Session:**


Under section 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. Executive Session began at 8:02 p.m. and concluded at 8:15 p.m.

**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, September 19, 2017, at 6 p.m.**

**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**