

**Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, September 19, 2017
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601**

1. Call Meeting to Order

Vice President Jones called the meeting to order at 6:15 p.m.

2. Pledge of Allegiance

Vice President Jones 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:

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

Members Absent:

Gloria Storey, President

4. Approval of the Agenda

Item 11.c. on the original agenda should read 2018, not 2108.

Secretary-Treasurer Thomas made a motion to approve the Agenda as corrected, seconded by Director Rogers, carried unanimously.

5. Public Comments

N/A

6. Approval of Minutes

a. August 15, 2017, Regular Meeting Minutes

The original minutes went out with the time as 8:35, has been corrected on the copy to be signed.

Director Gene Rogers made a motion to approve the Minutes as amended, seconded by Secretary-Treasurer Thomas, carried unanimously.

7. Financial Reports

a. August 2017, Report

Finance Office Hull presented the August 2017, Financial Report. Revenue is at 4.3% while expenditures are at 11.3% with 17% of the Fiscal year complete.

Vice President Jones questioned why R&M for 3151 and 3176 are high? BC Hoskins did not know what maintenance was performed on the vehicles. Phil Hull noted that R&M as a whole for the year will be at budget.

Vice President Jones questioned if we get reimbursed when we do conflagration work. Chief Spradley indicated that we do, but there have not been any conflagration responses for the year.

Secretary-Treasurer Thomas made a motion to approve the August 2017, Financial Report, seconded by Director Rogers, carried unanimously.

8. Ratification of August 2017, Bills

Phil indicated that he had previously answered President Storey's questions via phone call.

Director Rogers made a motion to approve the August 2017, Bills, seconded by, Secretary-Treasurer Thomas, carried unanimously.

9. August 2017, EMS Billing Report

DC Brown reported that the accounts receivable balance is at \$1,471,156.88, but that the aging debt is reducing. KCFD1 received a large check of income from Medicare. DC Brown indicated that billing is currently out at 45 days, which is better than 60, but the goal is to improve to 30 days or less.

Secretary-Treasurer Thomas made a motion to approve the August 2017, EMS Billing Report, seconded by, Director Rogers, carried unanimously.

10. Old Business

Spring Street Urban Renewal District

Chief Spradley explained that the City is moving forward with the Spring Street Urban Renewal District (SSURD). He explained that if the Board wanted to take action, there would need to be a special meeting or the Board would need to allow either Chief Spradley or Legal Counsel Hedlund to respond. The City plans to freeze the assessed value in revenue where it is now for 30 years; the difference would go into the fund. Central Station is in the SSURD along with the parking lot across from the Central Station. It may be possible to get access to the parking lot and the sidewalks fixed. In the short-term, the loss to KCFD1 in 2019, would be about \$2000, then goes up from there. The total over the 30-year period would be a loss of approximately 3.5 million dollars in revenue. However, it is believed that if the area is not stimulated, the values would continue to deteriorate instead of improve. Chief Spradley recommended to the Board that KCFD1 remain involved in the project. Vice President Jones noted that the City is banking on businesses taking advantage of the opportunity to improve. Chief Spradley stated that the District is coming out of a hard time, the base revenue will remain the same, but the growth will be lost. Legal Counsel Hedlund questioned why it starts at \$2100 in first year and jumps to \$24000 in later years. This increase is based on property values increasing due to successful projects. Chief Spradley noted that the District has a good working relationship with the City and will work with them. The area in question is depressed and has had quite a few fires in it. Legal Counsel Hedlund questioned what the District should do. Chief Spradley noted that the District could submit a letter of comments, recommendation, and/or requests to be involved in the project and request dedicated parking for the District and improved sidewalks. Vice President Joes noted that the project as a whole will help the community. Secretary-Treasurer Thomas recommended submission of comments that support the SSURD. No action was necessary.

11. New Business

a. Board Member Application Review & Appointment

Per Board direction, KCFD1 posted the opening and received only one (1) application from Ernest Palmer. Mr. Palmer has been involved extensively in the District, particularly with the Budget Committee.

Secretary-Treasurer Thomas made a motion to appoint Ernest Palmer to Director Position number 4, Director Rogers seconded, carried unanimously.

Chief Spradley noted that Mr. Palmer will be sworn in at the October Board Meeting.

b. Update to ASA

The District received notification from Klamath County on a change to the ASA response time requirements for volunteer providers, this doesn't pertain to the District, however it requires District signature. Fire Chief Spradley requested the ability to sign.

Director Rogers made a motion to allow Chief Spradley to sign the amendment, Secretary-Treasurer Thomas seconded, carried unanimously.

c. Approval to Purchase 2018, Engine

Chief Spradley asked to commit to the purchase of the next engine. The new engine will be a 2018, version of the 2017, engine that is currently on order. It is recommended that the Board approve a 50% prepayment, which will decrease the cost by \$20,000. The 2018, engine would arrive in approximately May-June 2018, which is in the current fiscal year. Chief Spradley requested approval to move forward with the purchase at \$471,592 and exercise the 550% pre-payment option due by December 1, 2017.

Director Rogers made a motion to allow Chief Spradley to sign a purchase order with 50% prepayment, seconded by Secretary-Treasurer Thomas, carried unanimously.

d. Fire Prevention Week Proclamation

Fire Marshal Andresen presented the annual proclamation to support fire prevention week from October 8-14, 2017. This year's theme is "Every Second Counts: Plan 2 Ways Out." Fire Marshal Andresen requested Board support of the Fire Prevention Week Proclamation.

Secretary-Treasurer Thomas made a motion to sign the Fire Prevention Week Proclamation, Director Rogers seconded the motion, carried unanimously.

e. Compliance Engine

Fire Marshal Andresen introduced the third party company, The Compliance Engine, which works as a central repository ensuring that businesses are complaint with the fire alarm and sprinkler inspections. This would replace the District's current method of manually tracking and reminding the businesses. There is no cost to the District for the service. Andresen indicated that the program is being used in the Rogue Valley and has had great success. Andresen requested that the Board allow Chief Spradley to sign the contract after legal review.

Vice President Jones inquired if the District will know about the notices that they send out. Fire Marshal Andresen indicated that the company notifies the District prior to the notices and of any issues.

Legal Counsel Hedlund inquired how the company makes a profit. Fire Marshal Andresen noted that they charge the contractors, who pass it on to the building owners and that the cost is very minimal.

Chief Spradley inquired how many departments our size or bigger are using this program? Fire Marshal Andresen indicated that most of the departments are utilizing the program, 70+ departments in the State of Oregon.

Fire Marshal Andresen noted that this is a nationwide program that has had great success.

Secretary-Treasurer Thomas inquired if the company speaks on the behalf of the District. Fire Marshal Andresen noted that anything going out will be regulation based; they do not deal with the business on behalf of the District.

Secretary-Treasurer Thomas inquired if the Board wanted to wait until after legal or proceed now. Vice President Jones stated the Board could make a motion to allow Chief Spradley to sign after approval from legal counsel.

Secretary-Treasurer Thomas made a motion to allow Chief Spradley to sign the contract after legal review, seconded Director Rogers, carried unanimously.

12. **Informational Reports**

Fire Chief

a. Fire Chief's Community Activity Memo

On August 21, there was a labor/management meeting that was very productive and both sides added valuable items to the agenda.

The Naylox fire, which burned 400+ acres started in in our District and turned over to ODF. It is still under investigation. There was a great coordinated effort with ODF.

Chief Spradley continues to work with the Klamath Basin Public Safety Training Center at KCC. This is continuing work in progress to get the program off the ground.

b. Update of DC Operations Recruitment

Chief Spradley explained that the assessment process was held on September 11, and 12. On Monday evening there was an assessor's dinner. The Assessment Center was on the 12th at KCC. Four (4) candidates were evaluated, of the five (5) that were invited. The process was very successful at identifying the individual to make an offer to. There was one (1) Chief Interview on the 13th and an offer was made and accepted. Secretary-Treasurer Thomas inquired how soon he will be available. Chief Spradley explained that he had that discussion with the candidate and the worst case scenario would be 90 days but hopefully only 60. Secretary-Treasurer Thomas gave Renee Blakely a complement for working with the candidates.

Operations

a. Incident Activity through August 31, 2017

Chief Brown reviewed the activity report. The major incidents for the time period included the Naylox fire on August 29, which included several agencies, there was no loss of structure or injuries reported. There was a roll-over accident with an ejected occupant which was airlifted by Airlink. There was a second brush fire on Algoma Road, which was put out quickly. During the night of September 18, there was a small trailer structure fire with a quick knock down and a second barn fire that KCFD1 assisted with that was out of our District. Brown noted that Nikki Osborn conducted training a few months ago on the Highway Assist program and that has been successful from 15-30% compliance to almost 100% compliance. Chief Spradley also noted that the District assisted Chiloquin with a fire at the Tribal Congregate building. There was also a significant vehicle accident on Highway 140 West that the District and Rocky Point responded to. BC Bishop noted that the relationship with Kingsley is also going very well.

Training

a. September 2017, Training Calendar

Fire Marshal Andresen noted that the EMS Academy took up a large portion of the month, which was a huge success. Several of the EMS personnel were instructors and did a great job. Chief Brown will be working with the crews on the Field Training Evaluation Program (FTEP) program. At the end of the month there will be a Hazmat IQ at KCC in the new Work Skills building.

DC Brown noted that he will be attending the EMS Conference in Bend later in the week with hopes to attract EMS recruits. He will be sending two (2) EMS staff to an EMS conference in October in Las Vegas. Both employees have agreed to provide nine (9) hours of trainings to each shift.

Chief Spradley indicated that he would also like to begin leadership trainings in the future.

DC Andresen is trying to help KCC boost their program and help the District out as well.

Prevention

a. Fire Marshal Community Activity Memo

It was a busy month, with several hours on the Naylox fire, both on containment and investigation with partnering agencies.

DC Andresen started the Leadership Klamath program and got an insight into businesses trying to come into town.

EMS

a. DC-EMS Activity Memo

DC Brown had a very busy month. Six (6) EMS employees were hired and had a two (2) week, 80-hour week academy and graduation. They are in operation now, moving the District closer to deploying the third ambulance.

DC Brown is working with Dr. Freid on Q/A.

DC Brown attended his first ambulance advisory committee meeting. He was voted in as KCFD1's representative.

DC Brown explained that there is a contingent offer out for the Ambulance Billing position, currently in background.

KCFD1 had a dedicated ambulance at the fair rodeo.

DC Brown is going out with the crews to watch them in action.

Chief Spradley noted that the professionalism on the EMS academy was definitely impressive and a movement in the right direction. BC Bishop noted that the EMS side has only been around a few years and there has never been a good introduction for staff on a one-on-one basis but with six (6) the academy worked very well. This gave the EMS staff buy-in on the EMS program. The academy allowed the time for each individuals' task books to be signed off and shorter the FTEP in the field. DC Brown noted that he has asked for feedback from the staff.

b. EMS Recruitment Update

See DC-EMS Activity Memo.

13. Public Comment

N/A

14. Adjourn to Executive Session

Secretary-Treasurer Thomas made a motion to adjourn at 7:27 p.m., Director Rogers seconded, carried unanimously.

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.

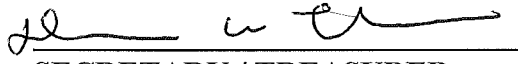
The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be held at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, October 17, 2017, at 6 p.m.

BOARD MEMBERS SIGNATURES

PRESIDENT



VICE-PRESIDENT



SECRETARY / TREASURER



DIRECTOR

DIRECTOR