

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, November 21, 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 6 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

Gene Rogers, Director

Dennis Thomas, Secretary-Treasurer

Ernest Palmer, Director

**Members Absent:**

Mike Jones, Vice President

**4. Approval of the Agenda**

President Storey added an item to line 9.c. New Business, Upcoming Renewal of Attorney Hedlund's contract.

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

**5. Public Comments**

n/a

**6. Approval of Minutes**

a. October 17, 2017, Regular Meeting Minutes

Secretary-Treasurer Thomas made a motion to approve the October 2017, Regular Meeting Minutes, seconded by Director Palmer, carried unanimously.

**7. Financial Reports**

a. October 2017, Report

Finance Office Hull presented the October 2017, Financial Report. Revenue is at 10.8% while expenditures are at 32.8% with 34% of the fiscal year complete.

Chief Spradley noted that approximately \$29,000 of operations OT is dedicated to the Chino, CA Fire deployment, which is a reimbursable cost, with that taken into consideration OT costs should be within budget.

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

b. Ratification of October 2017, Bills

Director Palmer made a motion to approve the ratification of the October 2017, Bills, seconded by Director Rogers, carried unanimously.

- c. October 2017, EMS Billing Report  
DC Brown presented the October 2017, EMS Billing Report.

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

## 8. Old Business

- a. Update – Spring Street Urban Renewal District  
Chief Spradley relayed that the City moved to adopt SSURD at the second reading, and that there was no opposition at the meeting. Chief Spradley talked to the City Manager and determined that the values within the SSURD will be frozen effective December 1. During that conversation he reaffirmed the various District requests to the City. The Board discussed potential impacts regarding the project.
- b. Update – Surplus Vehicles  
Chief Brown provided the Board with an update on the status of the surplus vehicles. He noted that the vehicles were up for bid but none of the bids received met the minimum bid. He would like to move forward with placing them on the website govdeals.com which is a site for governmental agencies selling surplus property. The District would still be able to set the terms of the postings. In addition, he would like to place the ambulance that was loaned to Bonanza up for bid. Chief Spradley indicated that KCC is interested in the ambulance.

## 9. New Business

- a. Presentation of the 2016-2017, Audited Financial Statements – TKW  
Chief Spradley introduced Julie Fahey from TKW to present the Financial Audit. Ms. Fahey lead the Board through the significant points of the Audit report and called attention to and was complementing of a very well written Management Discussion and Analysis section. She further identified the District has continued to improve, with a minor issue that the review of journal entries was missed twice during the year. This issue has been corrected with standard meetings scheduled between the Finance Officer and the Fire Chief on the fourth Thursday of each month. Additionally, a corrective action letter has already been drafted for Board of Director approval and submission that addresses the issue. Ms. Fahey commended the District in its hiring and implementation of assistance finance and the segregation of duties that has allowed the district to address previously identified issues.

Director Palmer congratulated staff on their hard work improving the Districts financial situation.

Director Rogers made a motion to accepted the Audit for years 2016-2017, seconded by Secretary-Treasurer Thomas, carried unanimously.

- b. Approval of Corrective Action Plan to be submitted to OR Secretary of State

Phil reviewed the Action Plan and explained that it followed the items from the Audit. He explained how both he and Chief Spradley already have implemented the plan to eliminate the issues.

Chief Spradley explained that the items of issue are being rectified and a Corrective Action Plan has been established.

Director Palmer made a motion to approve President Storey to sign the Corrective Action Plan Oregon Secretary of the State, seconded by Secretary-Treasurer Thomas, carried unanimously.

- c. Renewal of Steve Hedlund's Contract as Attorney  
There was discussion regarding the contract, hours worked, and monthly rate. It was recommended that the contract be sent to all of the Directors and reviewed in December.

## 10. Informational Reports

### Fire Chief

- a. Fire Chief's Community Activity Memo

In addition to his memo, Chief Spradley gave the Board update on a few items. The final equipment for the Grant engine has been purchased and the reimbursement request was submitted and the District has received all of the outstanding revenue, which will appear on next month's financial. He noted going to the Exchange Club Dinner to honor the Firefighter of the Year, Captain Steve Leslie. He updated the Board on Staffing changes at the Central Fire Station with Nikki Osborn moving into EMS Billing with 50% EMS Billing and 50% AP Finance Assistant.

- b. Thank You Letters

A thank you from the Sunset Beach Homeowners Association to Fire Marshall Andresen for going out and talking to them about the fire dangers in the area and how to make their homes more fire safe.

- c. Other Updates

The annual evaluation of the Fire Chief was discussed. Attorney Hedlund will get the Directors the forms to complete and turn in at the December meeting. In January the Evaluation will take place.

### Division Chief - EMS

- a. DC-EMS Activity Memo

- b. Incident Activity through October 31, 2017

There was a discussion on PPE and processes for accidents.

- c. EMS Recruitment Update

Chief Brown updated the Board on the recent process that occurred and eligibility list. The Plan is to hire three (3) Firefighters on January 1, 2018, as a result of the SAFER grant.

- d. Firefighter Recruitment

Chief Brown updated the Board on the process that occurred and eligibility list made.

- e. Captains Recruitment

Chief Brown updated the Board on the upcoming process for captain promotion.

### Division Chief - Fire Marshal

- a. Fire Marshal Community Activity Memo

Chief Andresen is working with ZCS to submit a seismic grant for Station 1. There was discussion regarding that process.

- b. November 2017, Training Calendar

- c. DPSST Accreditation

DC Andresen worked with retired Dan Riblett to get DPSST Accredited, which was approved and allows the District to provide trainings that are certified for DPSST credits.

11. **Public Comment**

n/a

12. **Adjourn to Executive Session**

President Storey requested to adjourn to executive session at 7:04 p.m. Director Palmer made a motion to approve to adjourn, seconded by Director Rogers, carried unanimously. The Board did not reconvene to Regular Session.

13. **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 7:15 p.m. and concluded at 7:35 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, December 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**