

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, June 19, 2018**  
**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**

Present:

Gloria Storey, President

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

Ernest Palmer, Director

**4. Approval of the Agenda**

Ernest Palmer made a motion to approve the Agenda, seconded by Director Rogers, motion carried unanimously.

**5. Public Comment**

None

**6. Public Hearing**

Budget for Fiscal Year 2018-2019

Phil Hull presented the budget for Fiscal Year 2018-2019, as approved by the Budget Committee. The outstanding debt on July 1, is lower after the additional debt service payment. There are 26 pages of recap of the approved budget with no changes.

There was no public comment.

**7. Approval of Minutes**

a. May 15, 2018, Regular Meeting Minutes

Vice President Jones made a motion to approve the May 15, 2018, Regular Meeting Minutes, seconded by Director Palmer, motion carried unanimously.

**8. Financial Reports**

a. May, 2018 Report

Finance Officer Phil Hull presented the May 2018, Financial Report. Revenue was at 100% while expenditures were at 83.1% with 92% of the fiscal year complete.

President Storey noted that revenue is actually more than 100%. Hull noted that the overage will not make a percent difference on the overall amount.

Director Rogers made a motion to approve the May 2018, Financial Report, seconded by Director Palmer, motion carried unanimously.

b. Ratification of May 2018, Bills

Director Palmer made a motion to approve the ratification of the May 2018, Bills, seconded by Secretary Treasurer Thomas, motion carried unanimously.

President Storey questioned checks that were written to two (2) employees for mileage going to the same training and why they did not drive together. Renee Blakely noted that they were traveling at different times and had different arrangements.

c. May 2018, EMS Billing Report

DC Brown presented the May 2018, EMS Billing Report. \$1.856 million has been taken in which meets the budgeted goal and should be exceeded as long as items continue to go as planned.

Vice President Jones made a motion to approve the May 2018, EMS Billing Report, seconded by Director Rogers, motion carried unanimously.

**9. Unfinished Business**

a. Review SCOEDD Enterprise Zone Letter

Chief Spradley explained the letter as the response to the request he had made. They are estimating a minor fiscal impact based upon the enterprise zone. He will follow up and make sure the numbers are accurate. Chief Spradley recommends that the figures are monitored annually. No action necessary.

b. Co-Gen Contract Update

Chief Spradley noted that the Collins properties have been annexed into the Keno District. He has met with Chief Ketchum on this issue. The Cogen is located on ground leased from Collins and therefore by default is now in Keno's District. Chief Ketchum asked Chief Spradley not to sign or collect on the pending Cogen contract. Keno will pay District 1 the same rate Cogen offered (\$50,000) to continue the services through December 31, 2018. Director Palmer inquired how properties are annexed. Chief Spradley explained the process and noted annexation takes approval from the Klamath County Commissioners to complete. He will be watching the Commissioner's agendas closer in the future. He believes long term those properties being in a protected area is better for the Fire Service in general and that he will work to keep relationships in place with adjoining Districts.

c. New Engine Update Memo

DC Hitchcock noted that the new engine has been accepted and delivered. All items noted on the final inspection were completed. It will become the new 3112. The radios, and equipment are being installed now.

d. New Ambulance Update

DC Brown noted that the new ambulance will be picked up in Washington on the 28<sup>th</sup>. It will have a new Stryker cot and Motorola radios.

e. SRGP Update Memo

DC Andresen updated on the process of the grant. There should be a contract from the State in the next couple weeks. At that time the process will begin with RFPs. Roseburg received the similar grant last year and is in process of updating their facilities at this moment. It will most likely be Spring 2019 before construction would begin at Station 1. Secretary Treasurer Thomas inquired if there could be a Board review of the plans prior to moving forward with the layout. Vice President Jones noted it would be more important to have the end users also review the plans. Andresen does not believe that Station 1 will have the same issues with the historical value and the ability to make changes. Secretary Treasurer Thomas inquired if there could be additional costs for the District that is not anticipated or budgeted for. Andresen doesn't believe so, there was additional budgeted to address any additional

unanticipated costs. Director Palmer noted that security should be addressed as well and included in this renovation; he believes that Fire Personnel are vulnerable when in the station and this issue should be addressed.

## 10. New Business

### a. Resolution 18-02 - Adopting Fiscal Year 2018-2019 Budget, Appropriating Expenditures, Imposing and Categorizing the Tax

Phil read Resolution 18-02 – “Adopting Fiscal Year 2018-2019 budget, appropriating expenditures, imposing and categorizing the tax” in its entirety.

Vice President Jones made a motion to approve Resolution 18-02, seconded by Secretary Treasurer Thomas, motion carried unanimously.

### b. New Vehicles: Federal Equipment Procurement Program 3154 and 3109 replacement Memo

DC Hitchcock explained that the new wildland vehicle gives the District a total of four (4) wildland vehicles and that it will be placed at Station 4. It was purchased for \$175 with just over 60,000 miles.

The second vehicle purchased is a 2009 Chevy Suburban command vehicle found in Navado, CA, with low mileage, is reliable, and was purchased for \$20,000. The electronics and consoles alone are worth that. Chief Spradley noted it was not an anticipated purchase, but there was money in the budget and a dire need so he approved the purchase. President Storey commended staff on their work on these vehicles.

### c. Review of SDAO Board Practices Assessment

Chief Spradley shared the results from the May training and allowed the Board the ability to comment on the results. He stated that he did not see any major issues in the report and that the items that were noted, are in process for correction. No action needed.

### d. Review of draft Audit Services RFP (Handout at Meeting)

A draft RFP has been started but was not completed in time for the meeting. Chief Spradley requested the Board authorize him to post an RFP for audit services, so that proposals are available for review at the next meeting. President Storey noted that the District needs a firm that will provide a thorough, accurate, timely audit and that the companies should be reviewed for any complaints against them. Spradley noted the RFP could request references. President Storey noted that travel time should be considered as well. Vice President Jones noted that travel time isn't as important as getting a good report. Spradley inquired how many years the contract should be requested for. Vice President Jones recommended a three (3) year contract with a two (2) year option. Director Palmer noted that a question regarding complaints should be included in the RFP.

Director Palmer made a motion to allow Chief Spradley to move forward with the RFP process for Audit Services, seconded by Secretary Treasurer Thomas, motion carried unanimously.

## 11. Informational Reports

### Fire Chief

#### a. *Fire Chief's Activity Memo May –June*

Chief Spradley offered to answer questions regarding his memo. He highlighted the Resident Student Program with KCC and the progress that DCs Brown and Andresen have made with the program. The District ended up with three (3) of the eight (8) students selected for the program. Two (2) have moved into Station 5 and the last has not arrived yet. They enter guard school with the Fremont-Winema Forest Service personnel on Monday. DC Brown has been assigned as their coordinator but all staff will

monitor them. They will not be responding to calls at this time and have been directed on how to handle walk in customers.

Chief Spradley noted meeting with the Forest Service to review the master agreement.

b. *Thank You Cards*

KCC sent a thank you to staff for assisting in the donated engine and helping out with the program.

Division Chief - Operations

a. *DC-Operations Activity Memo May –June*

DC Hitchcock reviewed his report noting extensive road time picking up vehicles and transporting them for delivery and repairs. He commended staff for saving the District money by doing in house testing and maintenance work. There was a tender that needed repair but thanks to staff involvement, the repair costs were minimal. He noted work with I.T. Aldinger on the Emergency Reporting program, which all personnel will be trained on in July.

b. *Incident Activity through May 31, 2018*

There were no questions.

Division Chief - EMS

a. *DC-EMS Activity Memo May –June*

DC Brown reviewed his report noting the swearing in of a new Paramedic, Jason Padgett. He has also participated in several other agencies with their recruitment processes.

DC Brown handed out a memo from the Oregon Health Authority regarding the GMET program and what to expect. This is very good news for the District, which will be able to back bill to July 1, 2017 when this is fully implemented. This will cause a lot of work in the Billing office, but it will result in a substantial huge pay off. At this time, we don't have an estimate of the revenue this will generate.

b. *June 2018, Training Calendar*

DC Brown reviewed the training calendar, which was light due to hose, hydrant, and ladder testing needs. He is working on the July calendar, which will return to the normal activity level. He also reported on the Ambulance Advisory Board activities, which he is the President of.

Division Chief – Fire Marshal

a. *Fire Marshal Community Activity Memo May -June*

DC Andresen noted his report is similar to the other DCs. He participated in the MCI in Chiloquin. He presented to the KCC foundation regarding the training center. Andresen noted that there is quite a bit of construction going on; he will be meeting with the County on reviewing what is in the works for both commercial and housing development.

**12. Public Comment**

None

**13. Adjourn and move into Executive Session** (*The Board will not reconvene to regular session.*)

Director Palmer made a motion to adjourn to Executive Session, the motion was seconded by Director Rogers, motion carried unanimously.

The regular meeting was adjourned to Executive Session at 7:21 p.m.


**14. 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.

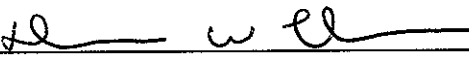
Executive Session began at 7:31 p.m. and adjourned at 7:37 p.m.

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, July 17, 2018, at 6 p.m.

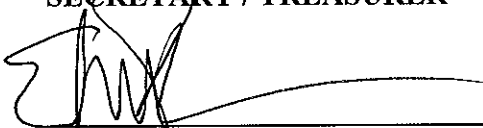
**BOARD MEMBERS SIGNATURES**

  
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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**